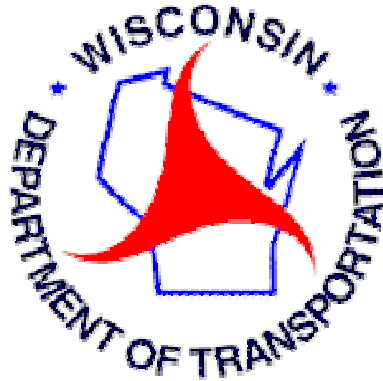
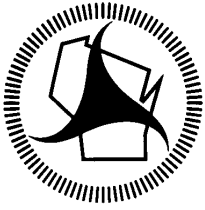


# ***Local Roads Improvement Program***



## **2004-2005 Informational Packet for COUNTIES**



## Wisconsin Department of Transportation

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Jim Doyle  
Governor

Frank J. Busalacchi  
Secretary

**Bureau of Transit and Local Roads**  
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Date: August 2003

From: WisDOT Local Roads Improvement Co-Program  
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Telephone: (608) 266-3661  
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To: County Highway Commissioners, City and Village Officials, Town Chairs

**Subject: 2004-2005 Local Roads Improvement Program (LRIP) Informational Packet**

This Informational Packet helps launch the 2004-05 program cycle for LRIP. The packet includes a project application form and instructions, along with a review of program requirements and schedules.

LRIP continues to be a very popular program as illustrated by the 1,201 projects that were programmed in the last biennium. While in the past there have been improvements made to the administrative procedures governing the program, local communities and WisDOT staff have identified additional changes that will make the program more successful. To that end, WisDOT has been working closely with the Wisconsin Counties Association, the Wisconsin County Highway Association, the League of Wisconsin Municipalities and the Wisconsin Towns Association to implement these improvements. Please refer to the *What's New?* section at the beginning of this packet for a summary of significant changes that have been instituted for the 2004-05 cycle. Additional information is provided in subsequent parts of the LRIP Informational Packet.

The format and content of the LRIP Informational Packet have been modified based on requests from local communities. To avoid confusion between the various LRIP components, one basic change for this cycle is the creation of three versions of the LRIP packet, including:

- A County packet that describes the County Highway Improvement Program (CHIP) and the discretionary County Highway Improvement Program (CHIP-D)
- A City and village packet that describes the Municipal Street Improvement Program (MSIP) and the discretionary Municipal Street Improvement Program (MSIP-D)
- A Town packet that describes the Town Road Improvement Program (TRIP) and the discretionary Town Road Improvement Program (TRIP-D)

WisDOT has also expanded the program information that is available on the WisDOT Internet site. Please visit the site at <http://www.dot.wisconsin.gov/localgov/highways/lrip.htm> for the latest available information. The *LRIP 2002-03 Summary Report*, a review of the past biennial cycle, was recently placed on the website.

WisDOT continues to have two program managers responsible for administering LRIP. Janice joined the LRIP team last year and is the contact for WisDOT Districts 1 (Madison), 2 (Waukesha), 5 (La Crosse) and 6 (Eau Claire). Maria continues to be the contact for WisDOT Districts 3 (Green Bay), 4 (Wisconsin Rapids), 7 (Rhineland) and 8 (Superior).

Please let us know if you have any comments or suggestions for the LRIP website or future informational packets. The department looks forward to working with you on your LRIP projects.



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July 31, 2003

**RE: LRIP CHANGES**

Dear Highway Commissioners:

The WCHA has been working with the Wisconsin Department of Transportation to modify and improve the Local Roads Improvement Program (LRIP). We have also been working with the Department to update the TRANS 206 administrative rule that governs LRIP. The WCHA has already agreed to support a number of proposed changes for the program, some of which are based on changes to TRANS 206 and some of which are changes in policy or business methods. We support the changes that have already been agreed to and ask for your support and cooperation in implementing them.

A few of the changes that you will see this program cycle include the following:

1. Modification to the State/Municipal Agreement process - Project applicants will be signing and submitting the standard Terms and Conditions statement at the time of application. Once the project has been approved, WisDOT will send a fully executed agreement to the applicant. WisDOT will get agreements out earlier than before and the change will eliminate the back and forth to get the agreement signed by both parties. This will also eliminate past confusion and premature contract awards that have occurred in previous cycles.
2. Sunset on Funds - Starting this cycle all LRIP entitlements must be used within two biennia (i.e. all 2004-05 projects must be reimbursed by June 30, 2007 - the end of fiscal year 2007). At present there is considerable unspent balances of LRIP funds from previous cycles. A continuation of this could result in a reduction of funding for the program. Long term projects are also a problem for record keeping and program administration
3. Project Substitution - Project substitutions will be limited to one time only. This will eliminate the serial substitutions that have sometimes occurred in the past and which have led to considerable administrative effort and confusion. This change does not preclude project changes.
4. Project Caps - The maximum number of TRIP or MSIP projects that can be submitted by a County shall be 50% plus one. In those Counties where all municipalities have divided the funding each biennium, the project numbers will be reduced. This will result in larger, but fewer projects to administrator.
5. Engineering Certificate - The limit for requiring engineering certification has been raised to \$65,000. The process for engineering certification is also better defined.
6. Paperwork Reduction - The "required" check lists have been eliminated.

7. Roles and Responsibilities - We have worked with DOT to clearly define the roles and responsibilities for the Commissioner in administering the program. In general terms, the role and responsibility of the Commissioner is to review and collect the documentation required from local municipalities. The Commissioners role is not to enforce local municipalities compliance with program requirements. In the event a local municipality has failed to comply with program requirements, the Commissioner will inform the local of the problem. If the local disagrees with the Commissioner's decision, they can appeal to the DOT. The remedy for a failure by the local to comply with program requirements shall be between the local and the DOT.

We believe that these proposals will lead to a program that will be more straight forward to administer. We will continue to work with the DOT in the coming weeks and months to incorporate changes to TRANS 206 that will further address WCHA concerns and viewpoints.

Sincerely,

Gary Kennedy  
WCHA President

George Palo  
WCHA Secretary

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## ***What's New with LRIP?***

➡ **Sunset on Funds** – Starting with the 2004-05 program cycle, all LRIP entitlement and discretionary funds must be used within two biennia. For example, all projects programmed with 2004-05 funds must be reimbursed by the end of state fiscal year 2007 (June 30, 2007). The new policy is intended to ensure the timely use of LRIP funds.

➡ **Project Location** – Starting with the 2004-05 program cycle, applicants are required to describe the location of the LRIP project in “On/At” terminology. On/At is the same location system that communities use for the pavement ratings that are provided to the Wisconsin Department of Transportation every two years. An On/At Manual is available at the WisDOT website at: <http://www.dot.wisconsin.gov/localgov/highways/lrip.htm>

➡ **Project Agreements** – Starting with the 2004-05 program cycle, applicants will be agreeing to the standard Terms and Conditions as part of the LRIP project application process. In the past, the Terms and Conditions were agreed to as part of the Project Agreement. WisDOT will send a fully executed project agreement after the project has been approved by the department. This change will eliminate the back and forth of signing project agreements by the local community and then WisDOT. The change will reduce the project agreement process from a nine step procedure to a three step process. The new policy is intended to expedite the project agreement process and will allow communities to advertise their projects in a faster timeframe.

➡ **Project Substitutions** – Starting with the 2004-05 program cycle, all LRIP entitlement projects can be substituted one time only. A project substitution is defined as selecting a new roadway or structure. A project change, which does not have any limitations, is defined as modifying the improvement type, termini or LRIP funding amount. The new policy is intended to provide a reasonable opportunity to modify programming decisions without the burden of multiple project substitutions.

➡ **Engineering Certification** – Based on language in the state 2003-05 biennial budget, the threshold for when a project requires certification by a registered professional engineer has increased for the 2004-05 program cycle from \$50,000 to \$65,000 in total costs. And as clarification, WisDOT encourages the active participation of an engineer early on in these large projects to ensure that the ten year design requirement is addressed in the scoping phase of project development.

➡ **Roles and Responsibilities** – The Informational Packet has included an updated section on roles and responsibilities at the beginning of the *Procedures* section to clarify expectations for project applicants, committee chairs and county highway commissioners.

## Local Roads Improvement Program (LRIP) Overview

### Objective

The Local Roads Improvement Program (LRIP) was established in 1991 to assist local units of governments in improving seriously deteriorating county highways, municipal streets in cities and villages, and town roads under authority of the local unit of government. Wisconsin State Statute 86.31 and Wisconsin Administrative Rule Trans 206 govern the program.

### Description

LRIP is a reimbursement program and pays up to 50% of the total eligible project costs, with the balance matched by the local unit of government. All LRIP projects are locally let and are reimbursed by WisDOT upon project completion. An LRIP project can be defined as a stand-alone project, it can be part of a larger improvement, and the purchase of asphaltic hot mix also fits within the project definition.

The program has three entitlement components that provide funding for road improvements. Counties are eligible for funding in the County Highway Improvement Program (**CHIP**), cities and villages are eligible for funds in the Municipal Street Improvement Program (**MSIP**) and towns are eligible for funding in the Town Road Improvement Program (**TRIP**).

There also are three discretionary components for counties, cities and villages, and towns to request funding for high-cost projects. Under these discretionary components, counties with high cost projects totaling \$250,000 or more in eligible costs are eligible for the discretionary County Highway Improvement Program (**CHIP-D**). Cities and villages with high cost projects with total eligible costs of \$250,000 or more are eligible for the discretionary Municipal Street Improvement Program (**MSIP-D**). Towns with high cost projects totaling \$100,000 or more in total eligible costs are eligible for the discretionary Town Road Improvement Program (**TRIP-D**).

### Eligibility

Only work on existing county trunk highways, city and village streets, and town roads under the authority of the local unit of government are eligible for LRIP funding. No maintenance, new construction or improvements to alleys or parking lots are allowed in LRIP.

Eligible Projects	Eligible Project Costs
• Reconstruction	• Feasibility Studies
• Resurfacing	• Design
• Structures	• Right of Way acquisition
• Design	• Grading
	• Base
	• Paving
	• Road finish material such as hot mix asphalt
	• Any item which is an integral part of street and road construction and related engineering costs are eligible

Ineligible Project Costs
<ul style="list-style-type: none"> <li>• New installations or alterations of sanitary sewers and connections</li> </ul>
<ul style="list-style-type: none"> <li>• Utilities are not eligible costs: Water, gas, electric, telephone, police, fire alarm facilities, parking meters, street signs.</li> </ul>
<ul style="list-style-type: none"> <li>• Cost to develop the 5 year improvement plan</li> </ul>

#### Examples:

- Eligibility of Parking Lanes. Parking lanes will be eligible only if they are *part* of a road or street improvement. If the improvement is *only* the addition or improvement of the parking lanes, then it is not eligible.
- New Lane Addition. The addition of a new lane to the road is considered a new road. If the road is being redone (ex. widening) and they'll be adding a new lane as *part* of the whole improvement, then it is eligible.
- Storm sewer, curb and gutter, guard rails, etc. The improvement is eligible only if it is *part* of a road or street improvement project.
- Storm sewer. If the road is in good condition and it is being opened up just to fix storm sewer, then it is ineligible. If work on storm sewer is *part* of the road improvement, then it is eligible.

There may be exceptions to the general list of eligible and ineligible types of projects. If you think you can justify an exception to the lists above - a double chip seal for instance - discuss it with your county highway commissioner first for their opinion and knowledge of conditions in the area and show where it has demonstrated good performance in your area. If you cannot resolve the issue, contact the LRIP Program Manager.

### General Requirements

- An amount equal to the LRIP funds programmed to the project must be advertised for bids and let to contract.
- All projects must have a design life of ten years.
- Engineering certification is required for all projects costing \$65,000 or more.
- Improvements must be built to appropriate road standards, unless an exception to standards has been requested and approved by WisDOT

### Application Cycle

LRIP is a biennial program and all funds are distributed the first year of the biennium. Applicants submit project applications for projects meeting the eligibility requirements through the county highway commissioners by November 15, 2003.

### Project Selection

LRIP is managed by the WisDOT Bureau of Transit and Local Roads, but it is administered by the local units of government. County Highway Commissioners serve as the program coordinators and advisors at the county level. They also act as the administrative contacts between the state and the local LRIP recipients in each county.



All LRIP projects are prioritized and selected at the local level by town road committees and municipal street committees for cities and villages with populations of less than 20,000. All counties and cities and villages with a population of 20,000 or more select their own projects.

- ▶ CHIP-D projects are selected by CHIP-D committees established in each of the eight WisDOT Transportation Districts. Each district committee is made up of all county highway commissioners within the district.
- ▶ MSIP-D project selections are made by a statewide advisory committee that is appointed by the Secretary of WisDOT. The committee consists of members of the League of Wisconsin Municipalities and the Wisconsin Alliance of Cities.
- ▶ TRIP-D project selections are made by a statewide committee consisting of six Wisconsin Towns Association district directors and six at-large members that are appointed by the Secretary of WisDOT.

County Highway Commissioners submit selected projects to the WisDOT Bureau of Transit and Local Roads for final approval by January 15, 2004.

### **Funding Level and Type**

LRIP is a continuing appropriation and funds do not lapse. Any unused funds from previous biennia are carried over and added to the new statewide funding level in the following biennium.

The LRIP budget for the entitlement program is distributed among the program components as follows: 43% to CHIP, 28.5% to TRIP and 28.5% to MSIP. The TRIP-D, CHIP-D, and MSIP-D components receive a direct dollar allocation determined by each biennial budget.

#### ***2004-2005 funding:***

State Segregated:	\$45,339,600
Local Matching:	\$45,339,600(minimum)
Total:	\$90,679,200

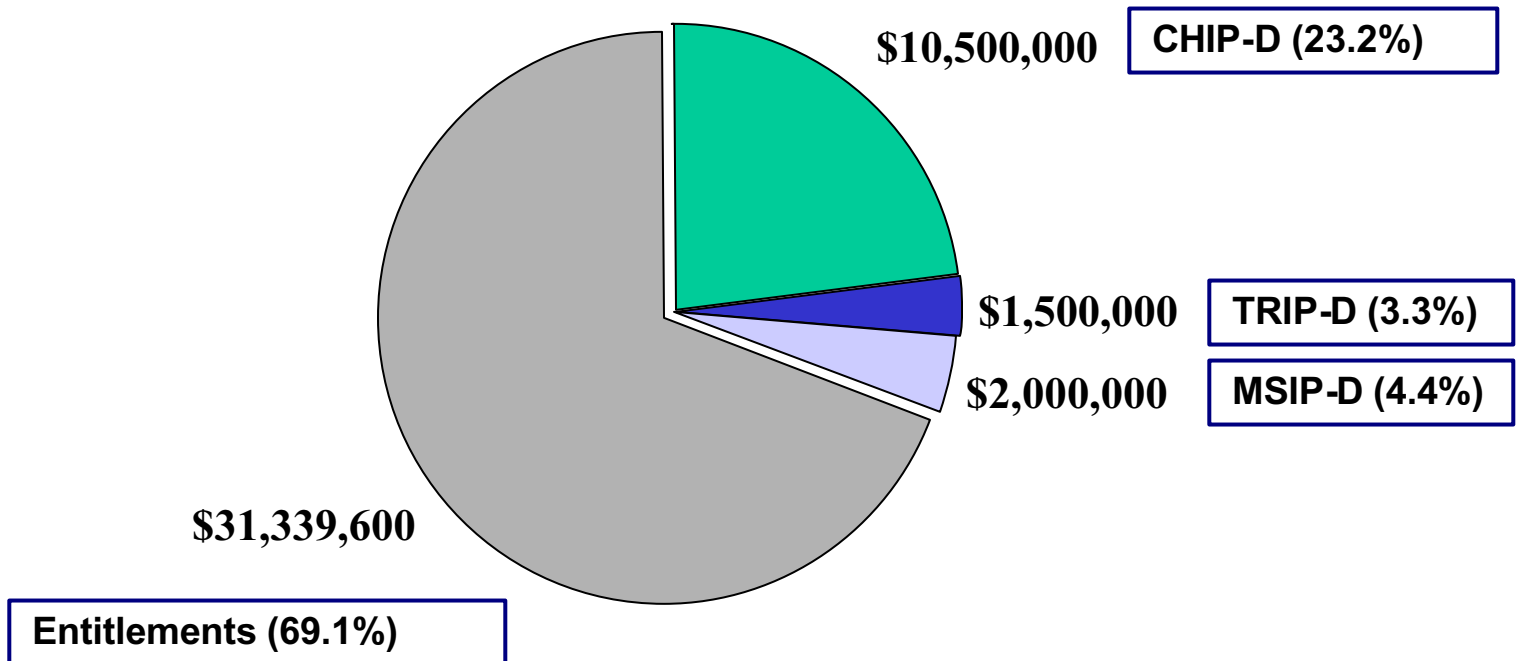
### **LRIP Co-Program Managers**

Maria Cole - E-mail: [maria.cole@dot.state.wi.us](mailto:maria.cole@dot.state.wi.us), Telephone (608) 264-7336  
For WisDOT Districts 3 (Green Bay), 4 (Wisconsin Rapids), 7 (Rhineland) and 8 (Superior):

Janice Watzke - E-mail: [janice.watzke@dot.state.wi.us](mailto:janice.watzke@dot.state.wi.us), Telephone (608) 266-9497  
For WisDOT Districts 1 (Madison), 2 (Waukesha), 5 (La Crosse) and 6 (Eau Claire):

## ***Funding Distribution –Discretionary Allocations***

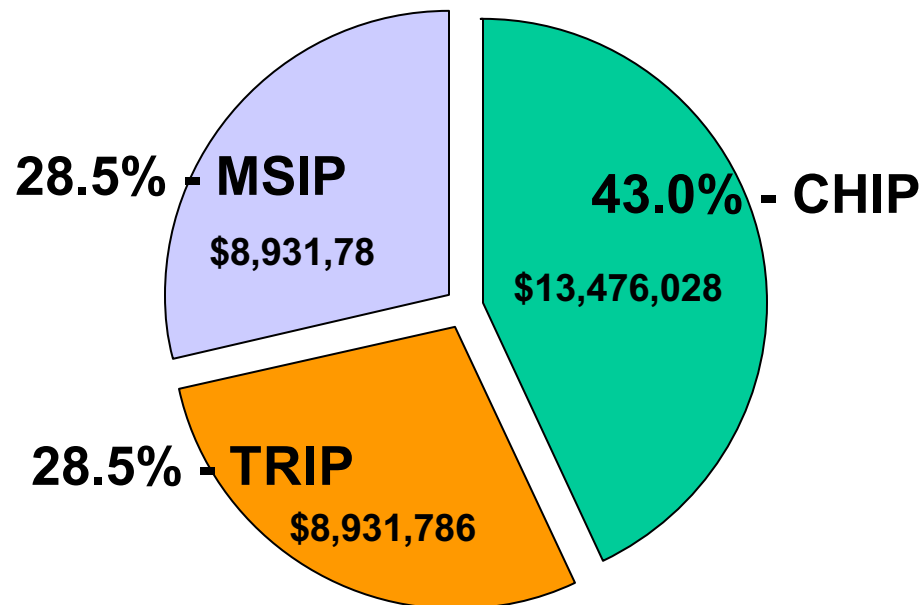
**Discretionary Distribution:** The 2003-05 state biennial budget sets the statewide 2004-05 LRIP funding level (\$45,339,600) along with the funding level for each discretionary component (below): The statewide entitlement level is then calculated by subtracting these discretionary earmarks from the statewide LRIP funding level. The formulas for distributing funds to each entitlement component are identified on the following page.



## ***Funding Distribution – Entitlement Allocations***

### **Local Roads Improvement Program (LRIP)**

**Entitlement Distribution.** The statewide entitlement level (\$31,339,600) is calculated by subtracting the earmarks for each discretionary component (\$14 million) from the statewide LRIP funding level (\$45,339,600). The statewide entitlement level is distributed to each entitlement component based on the following formulas:



### **County Highway Improvement Program (CHIP)**

Based 60% on population and 40% on mileage. Each county is guaranteed a minimum of 0.5% of the total statewide CHIP funding (\$67,936).

### **Municipal Street Improvement Program (MSIP)**

Based 50% on population and 50% on mileage

- ▶ MSIPLT – Cities and villages with a population less than 20,000
- ▶ MSIPGT – Cities and villages with a population of more than 20,000

### **Town Road Improvement Program (TRIP)**

Based 100% on mileage

### **Discretionary Distribution**

The 2003-05 state biennial budget sets the 2004-05 funding levels for the discretionary County Highway Improvement Program (CHIP-D), discretionary Municipal Street Improvement Program (MSIP-D), and the discretionary Town Road Improvement Program (TRIP-D).

## **County Highway Improvement Program (CHIP) Overview**

### **Description**

The County Highway Improvement Program (CHIP) provides funding to counties for improvements to county trunk highways. Entitlement funding is provided to each county based 60% on population and 40% on mileage. No county may receive less than 0.5% of the total CHIP funds. A list of CHIP funds allocated to each county is provided in the Appendix. CHIP projects are eligible for a maximum state reimbursement of 50% of total eligible project costs. The program, like the rest of LRIP, is administered as a biennial program.

### **Eligibility**

All county highway improvement projects meeting the LRIP criteria are eligible for consideration under this program. CHIP projects must be included in a five-year improvement plan and projects with total costs over \$65,000 must be certified by a registered professional engineer.

### **Application Process**

CHIP projects are selected by each county and forwarded to the Wisconsin Department of Transportation (WisDOT) for review and approval. Applications must be submitted to WisDOT by January 15, 2004.

### **Project Selection**

Each county prioritizes and selects their CHIP projects.

### **Cost Effectiveness Finding**

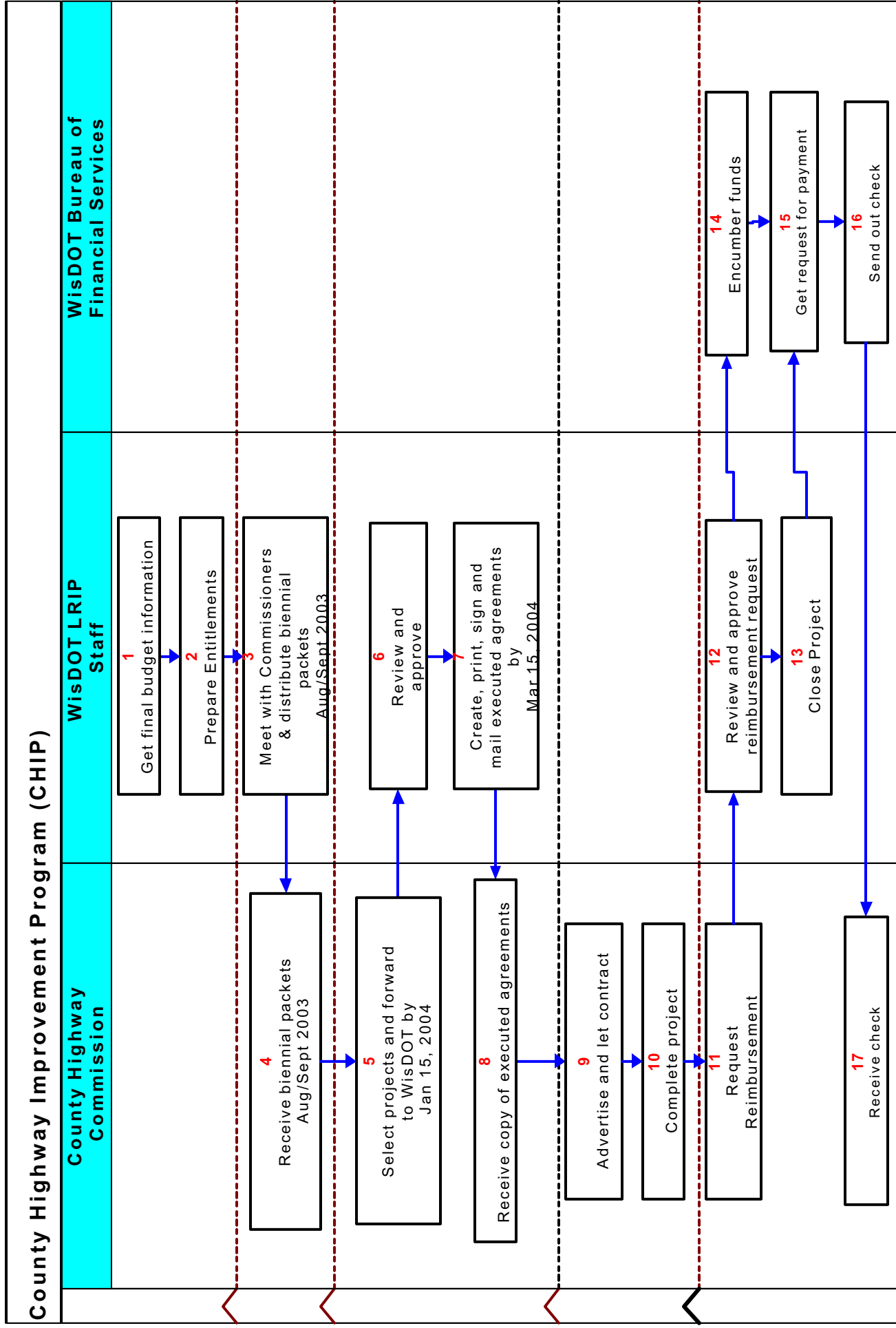
A Cost Effectiveness Finding (CEF) is required for CHIP projects when the county will be doing a portion of the work with their own forces. Counties use the definition and guidelines of cost effectiveness found in Chapter 3, Section 20, Subject 12 of the WisDOT Facilities Development Manual. No CEF is required if 100% of CHIP funds for the project will be used for the purchase of hot mix, when hot mix is purchased by competitive bid. Please refer to the Appendix for additional information on CEF.

If a county will be doing part of the work with their own forces:

- The county must demonstrate it is cost-effective for them to do the work.
- The county must receive approval from the County Highway Improvement Program District Committee on proposed work on the project PRIOR to the work being performed. A letter of approval is required and must be kept in the project file.
- The county must have received a complete executed State/Municipal Agreement from WisDOT
- The county must let to contract an amount not less than the CHIP allocation received.

## CHIP Program Timeline

Schedule	Program Activity
July, 2003	Governor signs state 2003-05 biennial budget
August and September, 2003	WisDOT holds LRIP informational meetings with County Highway Commissioners and MSIPGT communities. WisDOT distributes the LRIP Informational Packets at these meetings, summarizes changes to the program and reviews program requirements.
By January 15, 2004	Deadline for county highway commissioners to submit CHIP applications and supporting documents to WisDOT
January 15 - March 15, 2004	WisDOT reviews and approves CHIP projects
By March 15, 2004	WisDOT mails State/Municipal Agreements to counties for approved CHIP projects <u>Note:</u> Counties must receive an agreement prior to letting projects to contract
June 30, 2007	Deadline to reimburse 2004-05 CHIP projects



## CHIP Program Procedures

### Roles and Responsibilities

Project Applicants - Project applicants are responsible for the following items:

- Submit the following documents to the county highway commissioner by November 1 ,2003:
  - ▶ A complete and accurate project application that is preferably typed and not handwritten. The application must comply with the rules governing LRIP and be within the entitlement allocation identified in the Appendix.
  - ▶ Terms and conditions statement signed by the head of government or their designee.
  - ▶ Project map.
- Project is built to specifications identified in the project application.
- Project is built to LRIP standards, or the project applicant must request an exception to standards – ideally prior to construction - in writing and approved by the WisDOT District office.
- The project applicant must obtain an engineering certification - ideally after design and prior to construction - for projects with total costs at or above \$65,000. The intent of the engineering certification is to indicate that the proposed improvement remedies the existing deficiency and that the design is based on a ten year life. The certification does not need to warranty the actual performance of the improvement, only that the design is based on a ten year life.
- Submit the following documents to the county highway commissioner prior to forwarding a Request for Reimbursement to the commissioner:
  - ▶ Project application
  - ▶ Signed terms and conditions
  - ▶ Project map
  - ▶ Improvement plan (5 year minimum plan for counties)
  - ▶ State/Municipal Agreement
  - ▶ Copy of the advertisement for bids – ideally an *Affidavit of Publication* identifying the text of the ad, where it was placed, and when it was advertised. The project applicant must ensure that the advertisement is placed at least once during two consecutive weeks (i.e. class two notice).
  - ▶ Bid award and rejection notices, or dated board minutes indicating the bid decision
  - ▶ Engineering certification, if required
  - ▶ Exception to standards, if required
  - ▶ Copies of the project invoices showing payment to the contractor prior to submitting the Request for Reimbursement
  - ▶ Request for Reimbursement

County Highway Commissioner – In their role as administrative contact between WisDOT and project applicants, county highway commissioners are responsible for the following activities:

#### Application Oversight

- The commissioner confirms that the project applicant has submitted the following required information at time of project application. These documents include:

- A complete project application signed by the head of government or their designee and identifying the approved amount of LRIP funds
  - Terms and conditions statement signed by the head of government or their designee
  - Project map
- The commissioner reviews the project application for the following issues:
  - Project eligibility based on the type of improvement
  - Accuracy of the On/At location description
- The commissioner reviews the entire packet of applications submitted within the county to ensure:
  - Project eligibility based on the available entitlement funds identified in the Appendix.
- The commissioner informs the project applicant of any ineligible application requests, missing information or other application issues. The project applicant may contact WisDOT if disagreements arise as to the commissioner's assessment of the project information.
- The commissioner forwards project applications to WisDOT by January 15, 2004

#### Document Oversight

- The commissioner obtains LRIP documents from the project applicant and retains the documents on-file for a minimum of eight years. The following documents must be provided to the commissioner prior to the commissioner signing and forwarding the Request for Reimbursement form to WisDOT:
  - Project application
  - Signed terms and conditions
  - Project map
  - Improvement plan (5 year minimum plan for counties)
  - State/Municipal Agreement
  - Copy of the advertisement for bids – ideally an *Affidavit of Publication* identifying the text of the ad, where it was placed, and when it was advertised
  - Bid award and rejection notices, or dated board minutes indicating the bid decision
  - Engineering certification, if required
  - Exception to standards, if required
  - Copies of the project invoices showing payment to the contractor prior to submitting the Request for Reimbursement
  - Request for Reimbursement
- The commissioner informs the project applicant of any missing documentation or other document issues. The project applicant may contact WisDOT if disagreements arise as to the commissioner's assessment of the project documentation.

#### **Process**

The flowchart identifies the general procedures utilized for the County Highway Improvement Program (CHIP). The following is a step-by-step description of each procedure.



**Steps 1 and 2** The final state 2003-05 biennial budget sets the LRIP figures for the 2004-05 LRIP cycle. Refer to prior graphic for an illustration of the calculations for the three entitlement components of LRIP and the three discretionary LRIP components. The Appendix identifies the CHIP entitlement figures for each county.

**Steps 3 and 4** WisDOT meets with the county highway commissioners and cities and villages with a population over 20,000 at district meetings held around the state in late August and early September. WisDOT distributes the LRIP Informational Packet at these meetings, highlights program changes and provides a reminder on program requirements. Cities and villages with a population over 20,000 are invited to these meetings since they select their own (MSIPGT) projects.

**Step 5** County highway commissioners review the program requirements in the packet and prepare a project application, sign the Terms and Conditions statement, and develop a project map. The proposed CHIP project must be included in a minimum 5 year improvement plan.

**Steps 6 and 7** County highway commissioners review their project application(s) and supporting material (signed terms and conditions statement and map) for accuracy, completeness and compliance with LRIP rules and regulations. This screening ensures that program requirements are met and eliminates ineligible projects from being forwarded to WisDOT for review. County highway commissioners forward the approved project applications, signed terms and conditions statement and maps to WisDOT by January 15, 2004.

**Step 8** WisDOT reviews and approves/rejects the project applications based on a first in-first out priority as submitted by each county highway commissioner. Applications that do not have complete information or do not include a signed terms and conditions statement and/or map will be put at the end of the line for processing.

**Steps 9 through 11** WisDOT will review and approve projects by March 15, 2004. For each approved project, WisDOT creates, prints, signs and mails an original, executed State/Municipal Agreement to the county highway commissioner. Not until step 11 has been completed (the applicant has the signed original in their possession) can a project be advertised and let to contract.

**Step 12** **Once the applicant has an original, executed State/Municipal Agreement, the project can be advertised and let to contract.** The following is a summary of the LRIP advertising and contracting requirements:

- An amount at least equal to the CHIP funds must be let to contract and awarded to the lowest responsible bidder. You may re-advertise for bids if no bids are received or if the submitted bids are considered non-responsive. This means that for all county contracts or hot mix purchases - projects must be advertised and bid. You must go through the advertising step rather than just using a vendor list. You can still contact contractors and invite them to bid. Note: Contracts for preliminary engineering (design), feasibility studies, and the purchase of real estate are exempt from this requirement.

- All projects must be advertised through a Class Two notice requiring an advertisement at least once each week over two consecutive weeks. The advertisement must state that the project is a CHIP or LRIP project. The applicant should obtain an Affidavit of Publication that identifies the text of the advertisement, the newspaper or journal where the advertisement was placed, and the publishing dates of the advertisement.
- For help developing bid packages, specifications or advertisements, please contact an engineering consultant or the University of Wisconsin-Transportation Information Center (UW-TIC). The UW-TIC has sample bid documents that can be adapted for your use. Please call Don Walker at the UW-TIC at 1-800-442-4615 for more information or for sample documents.
- Bids may be rejected as not responsible for reasons determined by the letting authority. The local guidelines and criteria for selecting bids should be established prior to opening bids. Considerations may include qualifications to do the work, excessive cost, timing, financial responsibility of the bidder, prior work done by the bidder, or other considerations that may affect the potential project.
- Applicants should obtain a copy of the dated board minutes or bid award letters and bid rejection letters for their files.
- Counties are required to follow a detailed set of criteria that specifies when they may perform work with their own forces for a CHIP project.
  - ▶ **If County is letting entire project to contract:** After receiving a complete executed State/Municipal Agreement from WisDOT (signed by WisDOT), follow normal process for advertising your project and letting it to contract.
  - ▶ **If County is using entire amount of their CHIP allocation for purchase of hot mix through the competitive sealed bidding process:** After receiving a complete executed State/Municipal Agreement from WisDOT (signed by WisDOT), follow normal process for advertising and awarding your project to contract. (Cost-effectiveness requirement does NOT apply.)
  - ▶ **If County WILL be doing part of the work with their own forces:** County must demonstrate it is cost-effective for them to do the work per guidelines in the WisDOT Facilities Development Manual (Chapter 3, Section 20, Subject 12). County must have received a complete executed State/Municipal Agreement from WisDOT (signed by WisDOT). County must let to contract an amount not less than the CHIP allocation received.

**Step 13** Complete the project. Wisconsin Administrative Rule Trans 206.03(12)(c)(9) and the Project Agreement require CHIP applicants to abide by all environmental requirements when making an improvement with CHIP funds. Contacts at the Wisconsin Department of Natural Resources are included in the Appendix. These contacts can help you scope your project, review your design and explain pertinent environmental regulations.

**Steps 14 and 15** The CHIP applicant will pay the contractor. Once the contractor has been paid, complete a Request for Reimbursement form and ensure that the following documents are maintained in your file for at least eight years:

- Project Application
- Signed Terms and Conditions
- Project map
- The 5-year improvement plan
- Complete executed State/Municipal Agreement
- Copy of the advertisement for bids
- Bid award or rejection notices, or dated board minutes verifying such
- Engineering certification, if required
- Exception to standards, if required
- Copies of the project invoices
- Copy of the completed Request for Reimbursement form

A Request for Reimbursement cannot be forwarded to WisDOT unless the above required documents are on-file with the commissioner.

**Steps 16 through 21** The LRIP Program Manager reviews the Request for Reimbursement and approves it or requests additional information. Once approved, the LRIP Program Manager works with the WisDOT Bureau of Financial Services to encumber the funds and process the payment. The reimbursement check is then sent to the treasurer within 30 days of receipt at WisDOT.

### Post-Project Agreement Activities

**Project Changes** Project changes are defined as modifications to the improvement type, termini or LRIP funding amount. Project changes must be submitted in writing to WisDOT.

**Project Substitutions** Project substitutions are defined as a change in the roadway or structure where CHIP funds will be programmed. Project substitutions must be approved by WisDOT **PRIOR** to awarding a contract. Projects completed without notifying WisDOT of the proper change will not be reimbursed. **Beginning with the 2004-05 LRIP cycle, only one project substitution on a CHIP project is allowed.**

# 2004-2005 LRIP PROJECT APPLICATION

6/2003

Wisconsin Department of Transportation

## Program Type (County Highway Improvement Program, Discretionary CHIP-D)

☒ CHIP County \_\_\_\_\_

### Type of Work (Choose one)

☐ Reconstruction ☐ Resurfacing ☐ Structure ☐ Design  
☐ Hot Mix Asphalt ☐ Other-Specify \_\_\_\_\_

### Location

#### On Route

Road to be Improved

#### At Route

Beginning point

#### Toward Route

Ending point

### Required if project does not begin and end at an intersection

#### At Offset

#### Toward Offset

#### Length

### Description

Need for Improvement \_\_\_\_\_

Proposed Improvement \_\_\_\_\_

Length	Pavement Type	Pavement width
Pavement Thickness	Shoulder Width	
Meets Road Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exceptions to standards will be required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this project part of your minimum 5-year improvement program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Financial Data

Estimated Total Project Cost: \_\_\_\_\_

#### Estimated LRIP Portion Only Cost

Preliminary Engineering	\$
Right of Way	\$
Construction	\$
Total	\$
LRIP Reimbursement Amount (Note: not to exceed 50% of total)	\$
Local Share	\$

### Contact Information

Chief Executive					
Address					
Phone		FAX		email	
Clerk					
Address					
Phone		FAX		email	

## TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable State and Federal laws, rules and regulations.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of construction projects not constructed to standards will be the responsibility of the municipality unless such exception is granted.
3. The municipality will assume all responsibility for complying with germane environmental requirements for the improvement.
4. The work eligible for state participation will be administered by the municipality. The authority for the state to delegate this responsibility is described in TRANS 206.03(10), Wisconsin Administrative Code.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of s.86.31.
6. State financing will be limited to 50 percent (%) participation in eligible items or to the limit approved for the improvement, whichever is less.
7. State payments will be made after the improvement is complete, the contractor has been reimbursed, and upon receipt of a state form requesting reimbursement.
8. The municipality will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies thereof when requested.
9. The design and construction of the improvement must be certified by a registered professional engineer if the cost of the improvement exceeds \$65,000.
10. Federal Single Audits of Local Government Units:
  - a)a The municipality shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-128, Section 4.)
  - a)b This audit shall be performed in accordance with federal Circular A128 issued by the federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
  - a)c The municipality will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to an audit as directed by the Department within eight years.
11. The municipality will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
12. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])

This request is subject to the terms and conditions above and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

**Signed By:**

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

## **CHIP Application Instructions**

### **General Application Requirements:**

- A typed application is preferred, though you may submit a legible handwritten application. Provide complete and accurate information to avoid delays in the review and approval of your project application.
- Complete one application for each project.
- The signed Terms and Conditions and location map must be attached to your application.
- Submit the project application, signed Terms and Conditions, and location map to the LRIP Program Manager no later than January 15, 2004.

Please follow the step-by-step instructions below to assist you in completing the CHIP application.

### **Program Type**

There are separate applications for CHIP and CHIP-D. For CHIP, each county selects their CHIP projects based on the available entitlement amounts included in the Appendix.

### **Type of Work**

Check one of the boxes indicating the type of CHIP improvement proposed in the application. The following are general definitions for each type of work allowed in CHIP:

- Reconstruction – Total rebuilding of both the pavement and subgrade of an existing roadway.
- Resurfacing – Placing a new surface on an existing roadway to extend or renew the pavement life.
- Structure – Rehabilitation or replacement of an existing bridge.
- Design – Preliminary engineering associated with a reconstruction, resurfacing or structure project.
- Hot mix asphalt – The purchase of hot mix asphalt with LRIP funds.
- Other – Please specify the type of work that is not included in the list above. Items may include a feasibility plan or purchase of right of way.

### **Location**

Please identify the location of the proposed CHIP project using On/At terminology. The On/At process is the same technique communities use to provide pavement rating information to the Wisconsin Department of Transportation every two years. You can view an On/At manual describing the procedures at <http://www.dot.wisconsin.gov/localgov/highways/lrip.htm>

- On Route – The road that is proposed for improvement
- At Route – The beginning point of the proposed improvement
- Toward Route – The ending point of the proposed improvement

If the beginning and ending point of the proposed improvement does not occur at roadway intersections, you must also provide the following information:

- At Offset – The distance from the beginning point intersection to the beginning point of the project
- \*Toward Offset – The distance from the ending point intersection to the ending point of the project
- \*Length – The length of the project expressed in feet or tenths of a mile

\*You are only required to include either the *Toward Offset* information or the *Length*.

### **Description**

Need for improvement – Provide a short rationale for the project, such as indicating the PASER pavement condition to illustrate the seriously deteriorating condition of the roadway. Example: The asphalt roadway has a PASER rating of 3 with extensive rutting and alligator cracking.

Proposed improvement – Provide a short description of the proposed improvement clearly identifying the activities and dimensions and include the information requested in each box:

- length: length of LRIP project in miles (e.g. 3.4 miles)
- pavement type: concrete, asphalt, gravel, unimproved (i.e. earth)
- pavement width: width of pavement in feet and inches (e.g. 22 feet, 0 inches)
- pavement thickness: thickness of pavement in inches (e.g. five inches)
- shoulder width: width of shoulder in feet and inches (e.g. 3 feet, 6 inches)

Meets Roadway Standard – Review the roadway standards in Wisconsin Administrative Rule 205 “County Trunk Highway Standards” and check one of the boxes. All LRIP projects must be built to the appropriate standards unless an exception to standards has been requested and approved by WisDOT. Funds will be withdrawn from all projects not meeting this requirement.

Exceptions to Standards – Indicate if an Exceptions to Standards is required based on your proposed improvement and the roadway standards. An exception to the roadway standards above can be requested from WisDOT under certain conditions. An applicant must file a written request for an exception to standards through the WisDOT district office stating the reasons for the request (please refer to the Appendix for the contact list). A courtesy copy of the request must also be sent to the LRIP Program Manager. The exception, if approved, is granted by the WisDOT district office. The exception must be approved in writing before a reimbursement of LRIP funds can be made. The entire cost of construction projects not built to standards will be the responsibility of the municipality unless an exception is granted. Funds will be withdrawn from all projects not meeting this requirement.

### **Financial Data**

Provide the itemized total costs for preliminary engineering and design, right of way acquisition, and construction. A number of sources can help you estimate project costs, including local contractors, engineering consultants, or past bids from previous projects.

- Estimated total project cost – The total project cost for projects that include a CHIP project as part of a larger roadway or corridor project.
- Itemize the following costs for the LRIP portion of the project
  - ▶ Preliminary engineering
  - ▶ Right of way
  - ▶ Construction
  - ▶ Total
- LRIP Reimbursement Amount – The amount to be reimbursed with LRIP funds, up to a maximum of 50% of the costs of the LRIP portion of the project.

Note: An engineering certification is required if the total CHIP project cost is over \$65,000. The certification must be signed by a registered professional engineer stating that the CHIP improvement has been designed with a minimum ten year expected life. The certification does not require extensive engineering inspection, materials testing, or design services. It is simply a statement that the project corrects the situation that made the project necessary, and that it is an improvement with a design life of at least ten years. Although the certification is not needed until the project is completed, we strongly recommend that you involve the engineer prior to the construction of your project. An example of the language used in the certification is included in the Appendix.

- Local Share –The amount of local funds provided by the applicant, not less than 50% of the total CHIP project costs. CHIP funds **cannot** be used as local match for any project funded under any other WisDOT state or federal program. A segment or phase of a project not being covered by the other programs could, however, be eligible under CHIP. This does not apply to new roads or new extensions of existing roadways! Applicants considering these types of projects should consult with the LRIP Program Manager, prior to application, for a determination on eligibility.

### **Contact Information**

Include the contact information for the main governmental representative for the LRIP project.

### **Terms and Conditions**

The head of government or their designee must sign the Terms and Conditions page. The Project Application cannot be processed until the Terms and Conditions have been signed. In prior CHIP cycles, applicants agreed to this exact language at the time they signed the Project Agreement. The boilerplate language contained in the Terms and Conditions is the same wording as before, but requiring sign off on the Terms and Conditions at the time of project application will expedite the Project Agreement process and will allow you to advertise your project earlier. Please remember that you cannot let your project to contract until you receive an original, executed Project Agreement by WisDOT. Please refer to the flowchart and the *Procedures* section for a summary of CHIP activities and requirements.



## ***Discretionary County Highway Improvement Program (CHIP-D)*** **Overview**

### **Description**

The Discretionary County Highway Improvement Program (CHIP-D) is specifically targeted to high cost county highway improvement projects costing \$250,000 or more. CHIP-D is an opportunity for significant county trunk highway improvements to be made statewide, with projects selected based on established criteria.

Biennial funding available for CHIP-D is allocated to each of the eight transportation districts based on the existing County Highway Improvement Program (CHIP) formula. CHIP-D projects are eligible for a maximum state reimbursement of 50% of total eligible project costs. The program, like the rest of LRIP, is administered as a biennial program.

### **Eligibility**

All county highway improvement projects meeting the LRIP criteria, plus the additional criteria described below, are eligible for consideration under this program.

### **Application Process**

Applications must be submitted to the District CHIP-D committees for screening and for submission to WisDOT. The timing for the application process is identical to the normal LRIP application process.

### **CHIP-D Selection Criteria**

Consistent with LRIP and WisDOT's policy of not setting local priorities, these projects are prioritized and selected at the local level.

CHIP-D projects are selected by CHIP-D committees established in each of the Transportation Districts. The eight district committees are made up of all county highway commissioners within the district.

Eligible CHIP-D projects are selected in each district and must meet the following statewide criteria to be considered for funding. The four major criteria include, but are not limited to:

- ▶ Safety
- ▶ Reconstruction Projects
- ▶ Traffic Volume
- ▶ Joint Projects (between Two Or More Counties)
- ▶ Other criteria or factors may be selected and applied at the discretion of each district committee.

Other factors that warrant consideration are:

- ▶ Economic or job development in the area.
- ▶ Possible jurisdictional transfer.
- ▶ Unique characteristic of the road such as tourist sites, historic sites, or any other factor that will make the project unique.

### **Cost Effectiveness Finding**

A Cost Effectiveness Finding (CEF) is required for CHIP-D projects when the county will be doing a portion of the work with their own forces. Counties use the definition and guidelines of cost effectiveness found in Chapter 3, Section 20, Subject 12 of the WisDOT Facilities Development Manual. No CEF is required if 100% of CHIP-D funds for the project will be used for the purchase of hot mix, when hot mix is purchased by competitive bid. Please refer to the Appendix for additional information on CEF.

If a county will be doing part of the work with their own forces:

- The county must demonstrate it is cost-effective for them to do the work.
- The county must receive approval from the County Highway Improvement Program District Committee on proposed work on the project PRIOR to the work being performed. A letter of approval is required and must be kept in the project file.
- The county must have received a complete executed State/Municipal Agreement from WisDOT
- The county must let to contract an amount not less than the CHIP-D allocation received.

### **Project Selection**

Applicants may submit more than one project application, however, they must prioritize and rank their projects. Each District CHIP-D committee has a goal of fair geographic distribution, allowing no more than one approved project per county. In addition, once a county receives a CHIP-D project, it is not eligible to receive another CHIP-D project until every other county within its district has either received a CHIP-D project, or has chosen to opt out of that project cycle.

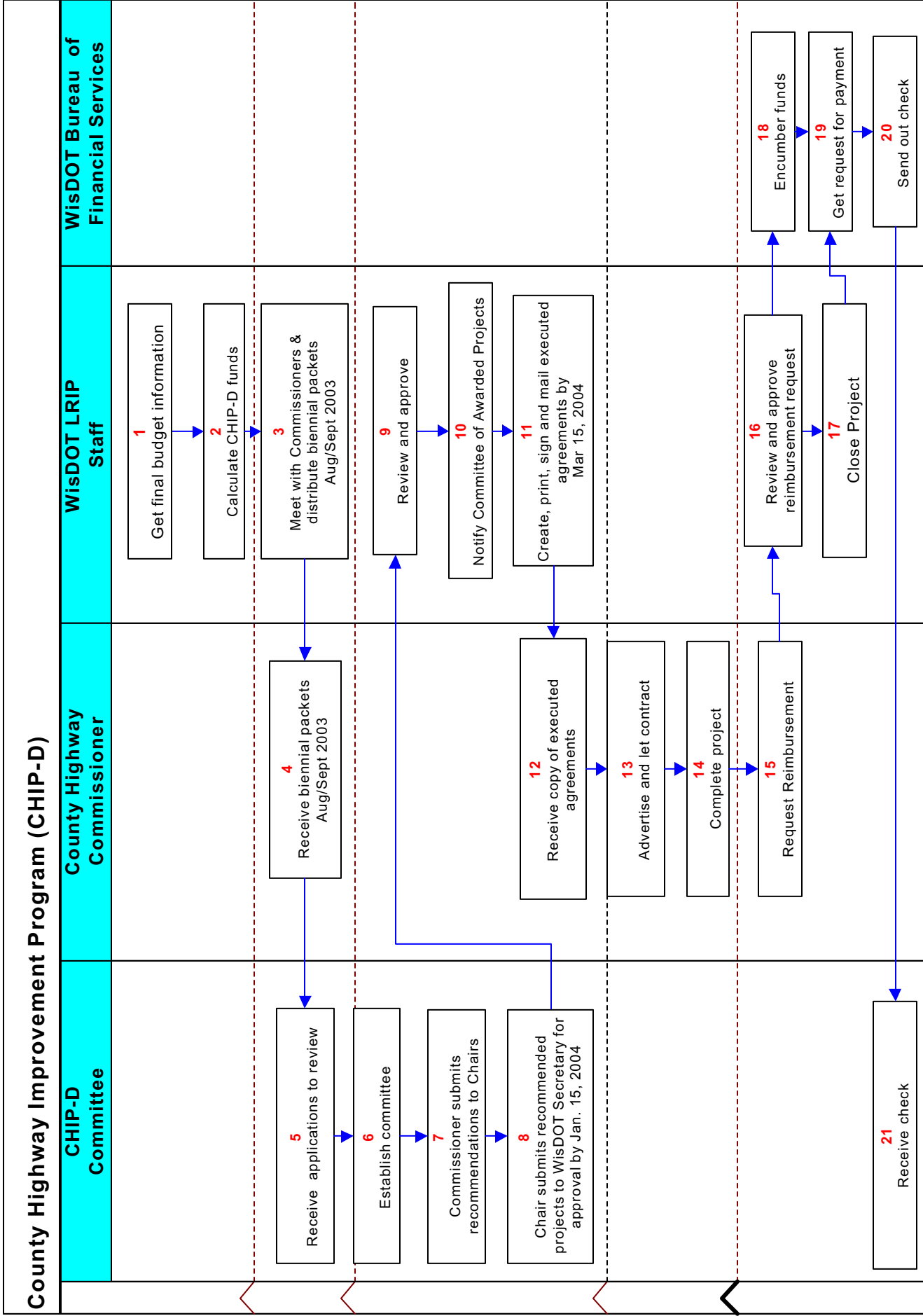
### **Project Reimbursement**

The goal for reimbursement of these projects is to maintain as close to 50% state / 50% local match as possible. This means fewer projects approved within each district and provides equal treatment for all applicants by not favoring counties that can provide a larger matching share. Each district committee, however, makes the decision on the level of funding provided.

## CHIP-D Program Timeline

Schedule	Program Activity
July, 2003	Governor signs state 2003-05 biennial budget
August and September, 2003	WisDOT holds LRIP informational meetings with County Highway Commissioners and MSIPGT communities. WisDOT distributes the LRIP Informational Packets at these meetings, summarizes changes to the program and reviews program requirements.
By October 1, 2003	The CHIP-D Selection Committees meet to select a chairperson and establish the project selection process. Committees inform WisDOT, in writing, of the name of each committee chair.
By November 1, 2003	County highway commissioners submit their CHIP-D project applications to the District Committee chair.
November, 2003	CHIP-D Selection Committees meet to evaluate submitted applications.
By January 15, 2004	CHIP-D Committee Chairs submit the recommended projects and supporting documentation for each project to WisDOT. Supporting information includes the signed terms and conditions statement and project map for each recommended project, minutes from the Selection Committee meeting(s), and the initial list of submitted projects.
January 15 - March 15, 2004	WisDOT reviews and approves/rejects CHIP-D projects
March 15, 2004	WisDOT mails State/Municipal Agreements to counties for approved CHIP-D projects  Note: Counties must receive an agreement prior to letting projects to contract
June 30, 2007	Deadline to reimburse 2004-05 CHIP-D projects

## Lifecycle of a CHIP-D Project



## CHIP-D Program Procedures

### Roles and Responsibilities

Project Applicants - Project applicants are responsible for the following items:

- Submit the following documents to the county highway commissioner by November 1, 2003:
  - ▶ A complete and accurate project application that is preferably typed and not handwritten. The application must comply with the rules governing LRIP and be within the entitlement allocation identified in the Appendix.
  - ▶ Terms and conditions statement signed by the head of government or their designee.
  - ▶ Project map.
- Project is built to specifications identified in the project application.
- Project is built to LRIP standards, or the project applicant must request an exception to standards – ideally prior to construction - in writing and approved by the WisDOT District office.
- The project applicant must obtain an engineering certification - ideally after design and prior to construction - for projects with total costs at or above \$65,000. The intent of the engineering certification is to indicate that the proposed improvement remedies the existing deficiency and that the design is based on a ten year life. The certification does not need to warranty the actual performance of the improvement, only that the design is based on a ten year life.
- Submit the following documents to the county highway commissioner prior to forwarding a Request for Reimbursement to the commissioner:
  - ▶ Project application
  - ▶ Signed terms and conditions
  - ▶ Project map
  - ▶ Improvement plan (5 year minimum plan for counties)
  - ▶ State/Municipal Agreement
  - ▶ Copy of the advertisement for bids – ideally an *Affidavit of Publication* identifying the text of the ad, where it was placed, and when it was advertised. The project applicant must ensure that the advertisement is placed at least once during two consecutive weeks (i.e. class two notice).
  - ▶ Bid award and rejection notices, or dated board minutes indicating the bid decision
  - ▶ Engineering certification, if required
  - ▶ Exception to standards, if required
  - ▶ Copies of the project invoices showing payment to the contractor prior to submitting the Request for Reimbursement
  - ▶ Request for Reimbursement

Committee Chairs - Chairs of the district CHIP-D committees are required to perform the following roles for each CHIP-D project:

- Sign the approved LRIP applications and identify the committee-approved amount of LRIP funds.
- Forward the approved project applications to WisDOT by January 15, 2004.
- Provide WisDOT with minutes from the committee meeting(s) identifying the chair, members and actions taken by the committee.

County Highway Commissioner – In their role as administrative contact between WisDOT and project applicants, county highway commissioners are responsible for the following activities:

Application Oversight

- The commissioner confirms that the project applicant has submitted the following required information at time of project application. These documents include:
  - ▶ A complete project application signed by the head of government or their designee identifying the approved amount of LRIP funds
  - ▶ Terms and conditions statement signed by the head of government or their designee
  - ▶ Project map
- The commissioner reviews the project application for the following issues:
  - ▶ Project eligibility based on the type of improvement
  - ▶ Accuracy of the On/At location description
- The commissioner reviews the entire packet of applications submitted within the county to ensure:
  - ▶ Project eligibility based on the available discretionary funds identified in the Appendix
- The commissioner informs the project applicant of any ineligible application requests, missing information or other application issues. The project applicant may contact WisDOT if disagreements arise as to the commissioner's assessment of the project information.
- The commissioner forwards project applications to WisDOT by January 15, 2004

Document Oversight

- The commissioner obtains LRIP documents from the project applicant and retains the documents on-file for a minimum of eight years. The following documents must be provided to the commissioner prior to the commissioner signing and forwarding the Request for Reimbursement form to WisDOT:
  - ▶ Project application
  - ▶ Signed terms and conditions
  - ▶ Project map
  - ▶ Improvement plan (5 year minimum plan for counties)
  - ▶ State/Municipal Agreement
  - ▶ Copy of the advertisement for bids – ideally an *Affidavit of Publication* identifying the text of the ad, where it was placed, and when it was advertised
  - ▶ Bid award and rejection notices, or dated board minutes indicating the bid decision
  - ▶ Engineering certification, if required
  - ▶ Exception to standards, if required
  - ▶ Copies of the project invoices showing payment to the contractor prior to submitting the Request for Reimbursement
  - ▶ Request for Reimbursement
- The commissioner informs the project applicant of any missing documentation or other document issues. The project applicant may contact WisDOT if

disagreements arise as to the commissioner's assessment of the project documentation.

## **Process**

The flowchart identifies the general procedures utilized for the discretionary County Highway Improvement Program (CHIP-D). The following is a step-by-step description of each procedure.

**Steps 1 and 2** The final state 2003-05 biennial budget sets the LRIP figures for the 2004-05 LRIP cycle. Refer to prior graphic for an illustration of the calculations for the three entitlement components of LRIP and the three discretionary LRIP components. The Appendix identifies the discretionary figures for CHIP-D.

**Steps 3 and 4** WisDOT meets with the county highway commissioners and cities and villages with a population over 20,000 at district meetings held around the state in late August and early September. WisDOT distributes the LRIP Informational Packet at these meetings, highlights program changes and provides a reminder on program requirements. Cities and villages with a population over 20,000 are invited to these meetings since they select their own (MSIPGT) projects.

**Step 5** County highway commissioners review the program requirements in the packet and prepare a project application, sign the Terms and Conditions statement, and develop a project map. The proposed CHIP-D project must be included in a minimum 5 year improvement plan.

**Step 6** The CHIP-D Selection Committees meet to select a chairperson and establish the project selection process. Committees inform WisDOT, in writing, of the name of each committee chair by October 1, 2003. County highway commissioners submit their CHIP-D project applications to the District Committee chair by November 1, 2003.

**Step 7** The CHIP-D Selection Committees meet to evaluate the applications. The Committee Chairs submit the recommended projects and supporting documentation for each project to WisDOT by January 15, 2004. Supporting information includes the signed terms and conditions statement and project map for each recommended project, minutes from the Selection Committee meeting(s), and the initial list of submitted projects.

**Steps 8 through 10** WisDOT will review and approve projects by March 15, 2004. For each approved project, WisDOT creates, prints, signs and mails an original, executed State/Municipal Agreement to the county highway commissioner. Not until step 10 has been completed (the applicant has the signed original in their possession) can a project be let to contract.

**Step 11** **Once the applicant has an original, executed State/Municipal Agreement, the project can be advertised and let to contract.** The following is a summary of the LRIP advertising and contracting requirements:

- An amount at least equal to the CHIP-D funds must be let by competitive bid and awarded to the lowest responsible bidder. You may re-advertise for bids if no bids are received or if the submitted bids are considered non-responsive. This means, that for all county contracts or hot mix purchases - projects must be advertised and bid. You must go through the advertising step rather than just using a vendor list. You can still contact contractors and invite them to bid. Note: Contracts for preliminary engineering (design), feasibility studies, and the purchase of real estate are exempt from this requirement.
- All projects must be advertised through a Class Two notice requiring an advertisement at least once each week over two consecutive weeks. The advertisement must state that the project is an LRIP project (i.e. funded through LRIP). The applicant should obtain an Affidavit of Publication that identifies the text of the advertisement, the newspaper or journal where the advertisement was placed, and the publishing dates of the advertisement.
- For help developing bid packages, specifications or advertisements, please contact an engineering consultant or the University of Wisconsin-Transportation Information Center (UW-TIC). The UW-TIC has sample bid documents that can be adapted for your use. Please call Don Walker at the UW-TIC at 1-800-442-4615 for more information or for sample documents.
- Bids may be rejected as not responsible for reasons determined by the letting authority. The local guidelines and criteria for selecting bids should be established prior to opening bids. Considerations may include qualifications to do the work, excessive cost, timing, financial responsibility of the bidder, prior work done by the bidder, or other considerations that may affect the potential project.
- Applicants should obtain a copy of the dated board minutes, bid award letters and bid rejection letters for their files.
- Counties are required to follow a detailed set of criteria that specifies when they may perform work with their own forces for a CHIP-D project.
  - ▶ **If County is letting entire project to contract:** After receiving a complete executed State/Municipal Agreement from WisDOT (signed by WisDOT), follow normal process for advertising your project and letting it to contract.
  - ▶ **If County is using entire amount of CHIP-D allocation for purchase of hot mix through the competitive sealed bidding process:** After receiving a complete executed State/Municipal Agreement from WisDOT (signed by WisDOT), follow normal process for advertising and awarding your project to contract. **(Cost-effectiveness requirement does NOT apply.)**
  - ▶ **If County WILL be doing part of the work with their own forces:** County must demonstrate it is cost-effective for them to do the work per guidelines in the WisDOT Facilities Development Manual (Chapter 3,



Section 20, Subject 12). County must receive approval from the County Highway Improvement Program District Committee on proposed work on the project PRIOR to its being performed. The letter of approval is kept in the project file. County must have received a complete executed State/Municipal Agreement from WisDOT (signed by WisDOT). County must let to contract an amount not less than the CHIP-D allocation received.

**Step 12** Complete the project. Wisconsin Administrative Rule Trans 206.03(12)(c)(9) and the Project Agreement require LRIP applicants to abide by all environmental requirements when making an improvement with LRIP funds. Contacts at the Wisconsin Department of Natural Resources are included in the Appendix. These contacts can help you scope your project, review your design and explain pertinent environmental regulations.

**Step 13** The CHIP-D applicant will pay the contractor. Once the contractor has been paid, complete a Request for Reimbursement form and ensure that the following documents are maintained in your file for at least eight years:

- Project Application
- Signed Terms and Conditions
- Project map
- The 5 year improvement plan
- Complete executed State/Municipal Agreement
- Copy of the advertisement for bids
- Bid award or rejection notices, or dated board minutes verifying such
- Engineering certification, if required
- Exception to standards, if required
- Copies of the project invoices
- Copy of the completed Request for Reimbursement form

A Request for Reimbursement cannot be forwarded to WisDOT unless they have the above required documents are on-file with the commissioner.

**Steps 14 through 20** The LRIP Program Manager reviews the Request for Reimbursement and approves it or requests additional information. Once approved, the LRIP Program Manager works with the WisDOT Bureau of Financial Services to encumber the funds and process the payment. The reimbursement check is then sent to the treasurer within 30 days of receipt at WisDOT.

## **Post-Project Agreement Activities**

**Project Changes** Project changes are defined as modifications to the improvement type, termini or LRIP funding amount. Because CHIP-D projects are originally approved on their individual merit by the appropriate district committee, the CHIP-D committee chair must be notified of the desired change **before** requesting a project change with WisDOT. Project changes must be submitted in writing to WisDOT.

**Project Substitutions** Project substitutions are defined as a change in the roadway or structure where CHIP-D funds will be programmed. Project substitutions must be

approved by WisDOT **PRIOR** to awarding a contract. Projects completed without notifying WisDOT of the proper change will not be reimbursed. **Beginning with the 2004-05 LRIP cycle, only one project substitution on a CHIP-D project is allowed.**

**2004-2005 LRIP PROJECT APPLICATION**

6/2003

Wisconsin Department of Transportation

**Program Type (County Highway Improvement Program, Discretionary CHIP-D)**☒ CHIP-D County \_\_\_\_\_**Type of Work (Choose one)**

<input type="checkbox"/> Reconstruction	<input type="checkbox"/> Resurfacing	<input type="checkbox"/> Structure	<input type="checkbox"/> Design
<input type="checkbox"/> Hot Mix Asphalt	<input type="checkbox"/> Other-Specify _____		

**Location****On Route**

Road to be Improved \_\_\_\_\_

**At Route**

Beginning point \_\_\_\_\_

**Toward Route**

Ending point \_\_\_\_\_

**Required if project does not begin and end at an intersection**

<b>At Offset</b>	_____	<b>Toward Offset</b>	_____
<b>Length</b>	_____		_____

**Description**

Need for Improvement \_\_\_\_\_

Proposed Improvement \_\_\_\_\_

<b>Length</b>	<b>Pavement Type</b>	<b>Pavement width</b>
<b>Pavement Thickness</b>	<b>Should Width</b>	
<b>Meets Road Standards</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Exceptions to standards will be required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Is this project part of your minimum 5-year improvement program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Financial Data**

Estimated Total Project Cost: \_\_\_\_\_

Estimated LRIP Portion Only Cost

Preliminary Engineering	\$
Right of Way	\$
Construction	\$
Total	\$
LRIP Reimbursement Amount (Note: not to exceed 50% of total)	\$
Local Share	\$

**Contact Information**

Chief Executive	_____				
Address	_____				
Phone	_____	FAX	_____	email	_____
Clerk	_____				
Address	_____				
Phone	_____	FAX	_____	email	_____

## TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable State and Federal laws, rules and regulations.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of construction projects not constructed to standards will be the responsibility of the municipality unless such exception is granted.
3. The municipality will assume all responsibility for complying with germane environmental requirements for the improvement.
4. The work eligible for state participation will be administered by the municipality. The authority for the state to delegate this responsibility is described in TRANS 206.03(10), Wisconsin Administrative Code.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of s.86.31.
6. State financing will be limited to 50 percent (%) participation in eligible items or to the limit approved for the improvement, whichever is less.
7. State payments will be made after the improvement is complete, the contractor has been reimbursed, and upon receipt of a state form requesting reimbursement.
8. The municipality will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies thereof when requested.
9. The design and construction of the improvement must be certified by a registered professional engineer if the cost of the improvement exceeds \$65,000.
10. Federal Single Audits of Local Government Units:
  - a) The municipality shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-128, Section 4.)
  - b) This audit shall be performed in accordance with federal Circular A-128 issued by the federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
  - c) The municipality will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to an audit as directed by the Department within eight years.
13. The municipality will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
14. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])

This request is subject to the terms and conditions above and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

**Signed By:**

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

## **CHIP-D Application Instructions**

### **General Application Requirements:**

- A typed application is preferred, though you may submit a legible handwritten application. Provide complete and accurate information to avoid delays in the review and approval of your project application.
- Complete one application for each project.
- The signed Terms and Conditions and location map must be attached to your application.
- Submit the project application, signed Terms and Conditions, and location map to the chair of the District CHIP-D Selection Committee no later than November 1, 2003.

Please follow the step-by-step instructions below to assist you in completing the CHIP -D application.

### **Program Type**

There are separate applications for CHIP and CHIP-D. For CHIP – D, projects must be a minimum of \$250,000 in total cost. Applicants should review the criteria for the factors used to evaluate each application.

### **Type of Work**

Check one of the boxes indicating the type of CHIP-D improvement proposed in the application. The following are general definitions for each type of work allowed in CHIP-D

- Reconstruction – Total rebuilding of both the pavement and subgrade of an existing roadway.
- Resurfacing – Placing a new surface on an existing roadway to extend or renew the pavement life.
- Structure – Rehabilitation or replacement of an existing bridge.
- Design – Preliminary engineering or feasibility studies associated with a reconstruction, resurfacing or structure project.
- Hot mix asphalt – The purchase of hot mix asphalt with LRIP funds.
- Other – Please specify the type of work that is not included in the list above. Items may include a feasibility plan or purchase of right of way.

### **Location**

Please identify the location of the proposed CHIP-D project using On/At terminology. The On/At process is the same technique communities use to provide pavement rating information to the Wisconsin Department of Transportation every two years. You can view an On/At manual describing the procedures at <http://www.dot.wisconsin.gov/localgov/highways/lrip.htm>

- On Route – The road that is proposed for improvement
- At Route – The beginning point of the proposed improvement

- Toward Route – The ending point of the proposed improvement

If the beginning and ending point of the proposed improvement does not occur at roadway intersections, you must also provide the following information:

- At Offset – The distance from the beginning point intersection to the beginning point of the project
- \*Toward Offset – The distance from the ending point intersection to the ending point of the project
- \*Length – The length of the project expressed in feet or tenths of a mile

\*You are only required to include either the *Toward Offset* information or the *Length*.

### **Description**

Need for improvement – Provide a short rationale for the project, indicating the PASER pavement condition to illustrate the seriously deteriorating condition of the roadway. Include other issues that reflect the criteria used to select the CHIP-D projects. The criteria is listed in the CHIP-D overview. Example: The asphalt roadway has a PASER rating of 3 with extensive rutting and alligator cracking. The ADT is 6,000 and safety improvements will be made including the addition of rail guards, rumble strips and signage.

Proposed improvement – Provide a short description of the proposed improvement clearly identifying the activities and dimensions and include the information requested in each box:

- length: length of LRIP project in miles (e.g. 3.4 miles)
- pavement type: concrete, asphalt, gravel, unimproved (i.e. earth)
- pavement width: width of pavement in feet and inches (e.g. 22 feet, 0 inches)
- pavement thickness: thickness of pavement in inches (e.g. five inches)
- shoulder width: width of shoulder in feet and inches (e.g. 3 feet, 6 inches)

Meets Roadway Standard – Review the roadway standards in Wisconsin Administrative Rule 205 “County Trunk Highway Standards” and check one of the boxes. All LRIP projects must be built to the appropriate standards unless an exception to standards has been requested and approved by WisDOT. Funds will be withdrawn from all projects not meeting this requirement.

Exceptions to Standards – Indicate if an Exceptions to Standards is required based on your proposed improvement and the roadway standards. An exception to the roadway standards above can be requested from WisDOT under certain conditions. An applicant must file a written request for an exception to standards through the WisDOT district office stating the reasons for the request (please refer to the Appendix for the contact list). A courtesy copy of the request must also be sent to the LRIP Program Manager. The exception, if approved, is granted by the WisDOT district office. The exception must be approved in writing before a reimbursement of LRIP funds can be made. The entire cost of construction projects not built to standards will be the responsibility of the

municipality unless an exception is granted. Funds will be withdrawn from all projects not meeting this requirement.

### **Financial Data**

Provide the itemized total costs for preliminary engineering and design, right of way acquisition, and construction. A number of sources can help you estimate project costs, including local contractors, engineering consultants, or past bids from previous projects.

- Estimated total project cost – The total project cost for projects that include a CHIP-D project as part of a larger roadway or corridor project.
- Itemize the following costs for the LRIP portion of the project
  - ▶ Preliminary engineering
  - ▶ Right of way
  - ▶ Construction
  - ▶ Total
- LRIP Reimbursement Amount – The amount to be reimbursed with LRIP funds, up to a maximum of 50% of the costs of the LRIP portion of the project.

Note: An engineering certification is required if the total CHIP -D project cost is over \$65,000. The certification must be signed by a registered professional engineer stating that the CHIP-D improvement has been designed with a minimum ten year expected life. The certification does not require extensive engineering inspection, materials testing, or design services. It is simply a statement that that the project corrects the situation that made the project necessary, and that it is an improvement with a design life of at least ten years. Although the certification is not needed until the project is completed, we strongly recommend that you involve the engineer prior to the construction of your project. An example of the language used in the certification is included in the Appendix.

- Local Share –The amount of local funds provided by the applicant, not less than 50% of the total CHIP -D project costs. CHIP -D funds **cannot** be used as local match for any project funded under any other WisDOT state or federal program. A segment or phase of a project not being covered by the other programs could, however, be eligible under CHIP -D. This does not apply to new roads or new extensions of existing roadways! Applicants considering these types of projects should consult with the LRIP Program Manager, prior to application, for a determination on eligibility. Provide the itemized total costs for preliminary engineering and design, right of way acquisition, and construction. A number of sources can help you estimate project costs, including your county highway commissioner, local contractors, engineering consultants, or past bids from previous projects.

### **Contact Information**

Include the contact information for the main governmental representative for the LRIP project.

## **Terms and Conditions**

The head of government or their designee must sign the Terms and Conditions page. The Project Application cannot be processed until the Terms and Conditions have been signed. In prior CHIP-D cycles, applicants agreed to this exact language at the time they signed the Project Agreement. The boilerplate language contained in the Terms and Conditions is the same wording as before, but requiring sign off on the Terms and Conditions at the time of project application will expedite the Project Agreement process and will allow you to advertise your project earlier. Please remember that you cannot let your project to contract until you receive an original, executed Project Agreement by WisDOT. Please refer to the flowchart and the *Overview of Program Procedures* for a summary of LRIP activities and requirements.



## **Appendix**

- ◆ Wisconsin Statute 86.31
- ◆ Wisconsin Administrative Rule Trans 206
- ◆ Entitlement and Discretionary Figures
- ◆ Checklist
- ◆ CEF Scenarios
- ◆ County Trunk Highway Standards – Wisconsin Administrative Rule Trans 205
- ◆ WisDOT Contacts for Exceptions to Standards
- ◆ WDNR Contacts
- ◆ Sample documents
  - ▶ Exception to standards example letter
  - ▶ Affidavit of publication
  - ▶ Engineer certification

3. Interest cost related to funds borrowed to finance any eligible cost item.

4. Street lighting costs.

(cm) Some portion of law enforcement costs determined by the department, in consultation with the representatives appointed under sub. (5) (am), may be reported as eligible cost items. The department may establish different portions under this paragraph for different classes of counties or municipalities.

(d) Road, street or alley costs not eligible include costs that are financed with public funds other than road or street funds, items that are by statute, ordinance or local policy not a public expense or responsibility and all administrative costs. Costs not eligible include costs incurred on every way or place in private ownership and used for vehicular travel only by the owner and those having express or implied permission from the owner and every road, alley or driveway upon the grounds of public institutions.

(e) Cost data shall not include state or federal contributions to the work, all other public agency fund contributions, and all private contributions other than local assessments or special assessments paid by governmental agencies.

(f) The department shall provide a manual of cost reporting guidelines which further details eligible and ineligible costs.

**(7) COST REVIEW AND AUDIT.** (a) The department shall analyze the county and municipal highway-related cost data to identify that data that does not conform to reasonable averages and statistical groups or with previous reported costs. The department may request information from those municipalities or counties to explain the deviation. If not satisfied, the department may order the municipality or county to conduct and report to the department an independent certified audit of its financial report or, if the county or municipality has already conducted an audit of its financial report which complies with requirements under 31 USC 7501 to 7505, may require the county or municipality to provide the department with an itemization of data comprising that audit. The costs of an audit or of providing the department itemized data comprising an audit shall be a reportable cost item if the audit substantially verifies the original financial report.

(b) If the county or municipality fails to conduct an independent audit when ordered to do so by the department, the aids payable during the following year shall be equal to 90% of the aids actually paid during the preceding year. If the department has reason to believe that the 90% payment will be greater than the actual payment should be, the department may itself order an independent audit and deduct the audit costs from the transportation aids paid to the county or municipality under s. 86.30 (2). Any underpayment or overpayment of aids resulting from financial reporting errors shall be rectified by adjusting aids paid in the following year.

(c) Any municipality having a population of 2,500 or less which has submitted its financial report form may amend it prior to March 31 or prior to May 15 if a written request for extension has been received by the department of revenue. Any county or any municipality having a population over 2,500 which has submitted its financial report form may amend it prior to May 1 or prior to May 15 if a written request for extension has been received by the department of revenue. Any amendments shall be submitted to the department of revenue. Any county or municipality which desires to amend its financial report form after May 15 shall submit an independent, certified audit to the department of revenue no later than August 15.

(d) Any county or municipality that desires to amend past-year cost reports shall submit an independent, certified audit to the department. Any county or municipality that desires to amend past-year financial report forms shall submit amendments to the department of revenue.

**History:** 1977 c. 29; 1979 c. 34, 221; 1981 c. 20; 1983 a. 27, 192, 405; 1985 a. 29, 332; 1987 a. 27; 1989 a. 167; 1991 a. 39; 1995 a. 216; 1997 a. 106; 1999 a. 9.

**86.305 Eligibility for transportation aids.** The restriction of access to a street under s. 66.0429 (3) may not affect the eligibility of a city to receive any state transportation aids.

**History:** 1993 a. 113; 1999 a. 150 s. 672.

**86.31 Local roads improvement program.** **(1) DEFINITIONS.** In this section:

(a) “County highway improvement program district” means a group of counties established by the department by rule under sub. (6) (f).

(am) “County highway improvement program district committee” means a committee established by the department by rule under sub. (6) (f) consisting of all of the county highway commissioners from counties within a county highway improvement program district.

(ar) “Entitlement” means the amount of aid made available under sub. (3) for reimbursement within a county for the components specified in sub. (3) (a) 1. to 3.

(b) “Improvement” means a highway construction project with a projected design life of at least 10 years or a feasibility study of a highway construction project with a projected design life of at least 10 years.

(c) “Local roads” means county trunk highways, town roads, or streets under the authority of cities or villages.

(d) “Political subdivision” means a county, city, village or town.

(e) “Program” means the local roads improvement program.

(f) “Street” has the meaning given in s. 340.01 (64).

**(2) ADMINISTRATION.** (a) The department shall administer a local roads improvement program to accelerate the improvement of seriously deteriorating local roads by reimbursing political subdivisions for improvements. The selection of improvements that may be funded under the program shall be performed by officials of each political subdivision, consistent with the requirements of subs. (3), (3g), (3m) and (3r). The department shall notify each county highway commissioner of any deadline that affects eligibility for reimbursement under the program no later than 15 days before such deadline.

(b) Except as provided in par. (d), improvements for highway construction projects funded under the program shall be under contracts. Such contracts shall be awarded on the basis of competitive bids and shall be awarded to the lowest responsible bidder. If a city or village does not receive a responsible bid for an improvement, the city or village may contract with a county for the improvement. A town may contract with a county for the improvement subject to the criteria and procedures promulgated as rules under sub. (6) (h).

(c) Improvements consisting of feasibility studies funded under the program may be performed by political subdivisions or the department of transportation, including the making and execution of all contracts.

(d) County trunk highway improvements funded under the program, including the hauling and laying of asphaltic hot mix, may be performed by county highway departments, subject to the following restrictions:

1m. The county highway department demonstrates that it is cost-effective for it to perform the work and that competitive bidding is to be used for improvements with an estimated total cost at least equal to the total funds allocated for its county trunk highway improvements under the program during the current biennium.

4. Contracts for the purchase of asphaltic hot mix shall be awarded on the basis of competitive sealed bidding.

5. Each county highway improvement program district committee shall do all of the following with respect to any work to be

**86.31 MISCELLANEOUS HIGHWAY PROVISIONS**

performed by any county highway department within the county highway improvement program district:

a. Review the proposed work and determine that it is cost-effective for the county highway department to perform the work.

b. Approve the proposed work prior to its being performed by the county highway department.

(e) The department of transportation may not require as a condition of reimbursement that the design and construction of any improvement with eligible costs totaling \$50,000 or less be certified by a registered professional engineer.

**(3) DETERMINATION OF ENTITLEMENT.** (a) For purposes of entitlement, the program shall consist of the following components:

1. County trunk highway improvements.
2. Town road improvements.
3. City and village street improvements.

(b) From the appropriation under s. 20.395 (2) (fr), after first deducting the funds allocated under subs. (3g), (3m) and (3r), the department shall allocate funds for entitlement as follows:

1. For county trunk highway improvements, 43%.
2. For town road improvements, 28.5%.
3. For city and village street improvements, 28.5%.

(c) Entitlements for each component will be determined by a formula and calculated for each county, except that cities and villages with a population of 20,000 or more shall receive a proportionate share of the entitlement for city and village street improvements for the applicable county. No county may receive less than 0.5% of the total funds allocated to counties for county trunk highway improvements under par. (b) 1.

**(3g) COUNTY TRUNK HIGHWAY IMPROVEMENTS.** From the appropriation under s. 20.395 (2) (fr), the department shall allocate \$5,250,000 in each fiscal year, beginning in fiscal year 2001–02, to fund county trunk highway improvements with eligible costs totaling more than \$250,000. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

**(3m) TOWN ROAD IMPROVEMENTS.** From the appropriation under s. 20.395 (2) (fr), the department shall allocate \$750,000 in each fiscal year, beginning in fiscal year 2001–02, to fund town road improvements with eligible costs totaling \$100,000 or more. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

**(3r) MUNICIPAL STREET IMPROVEMENTS.** From the appropriation under s. 20.395 (2) (fr), the department shall allocate \$1,000,000 in each fiscal year, beginning in fiscal year 2001–02, to fund municipal street improvement projects having total estimated costs of \$250,000 or more. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

**(3s) WEST CANAL STREET RECONSTRUCTION.** Notwithstanding limitations on the amount and use of aids provided under this section, or on eligibility requirements for receiving aids under this section, and subject to s. 84.03 (3) (b), the department shall award a grant of \$2,500,000 to the city of Milwaukee for the purpose specified under s. 84.03 (3) (a). Notwithstanding subs. (3) (b), (3g), (3m), and (3r), payment of the grant under this subsection shall be made from the appropriation under s. 20.395 (2) (fr) before making any other allocation of funds under subs. (3) (b), (3g), (3m), and (3r), and the allocation of funds under subs. (3) (b), (3g), (3m), and (3r) shall be reduced proportionately to reflect the amount of the grant made under this subsection. This subsection does not apply after December 31, 2005.

**(4) REIMBURSEMENT FOR IMPROVEMENTS.** All costs of an improvement funded under this section shall be the responsibility of the political subdivision. At the completion of an improvement, the political subdivision may apply to the department for reimbursement of not more than 50% of eligible costs in the manner and form prescribed by the department.

**(5) EXCEPTIONS.** Nothing in this section prevents improvements under other highway aid programs if applicable.

**(6) RULES.** The department shall promulgate rules to implement and administer the program. The rules shall include all of the following:

- (a) Criteria for county administrative responsibilities.
- (b) Reallocation of any uncommitted funds, including a procedure to reallocate uncommitted funds between counties.

(c) Formulas and procedures for entitlements and reimbursements for each program component under sub. (3) (a) 1. to 3.

(d) Procedures for reimbursements for county trunk highway improvements under sub. (3g), for town road improvements under sub. (3m) and for municipal street improvements under sub. (3r).

(e) Procedures for the selection and administration of improvements.

(f) Procedures for the establishment, administration and operation of county highway improvement program districts and county highway improvement program district committees.

(g) Specific criteria for making determinations of cost-effectiveness under sub. (2) (d) 5. a. and procedures for review by the department of disputes relating to whether proposed work to be performed by a county highway department is cost-effective for purposes of sub. (2) (d) 5. a.

(h) Criteria and procedures for contracting with a county for a town road improvement that includes at least all of the following:

1. A requirement that a written and sealed estimate of the cost of the improvement that includes the source of the estimate be prepared prior to the time set for the opening of bids for the improvement and not be opened until after the opening of all bids.

2. A requirement that all bids may be rejected and the contract awarded to a county for the improvement if the lowest bid exceeds the cost estimate under subd. 1. by at least 10% and the town board notifies the 2 lowest bidders or, if only one bid was received, the bidder to provide information on the accuracy of the cost estimate under subd. 1.

3. A requirement that the amount of the contract with a county for the improvement be at least 10% below the lowest bid received for the improvement.

4. A provision that permits rebidding if the amount of the proposed contract with a county for the improvement is less than 10% below the lowest bid received for the improvement.

**History:** 1991 a. 39, 269; 1993 a. 16, 437; 1997 a. 27; 1999 a. 9; 2001 a. 16.

**Cross Reference:** See also ch. Trans 206, Wis. adm. code.

**86.312 Local roads for job preservation program.**

**(1)** In this section:

(a) “Job” means an employment position providing full-time equivalent employment. “Job” does not include initial training before an employment position begins.

(b) “Local roads” means streets under the authority of cities or villages, county trunk highways or town roads.

(c) “Political subdivision” means any city, village, town or county.

(d) “Population” means the number of inhabitants in the previous year determined by the department of administration under s. 16.96 (2) for purposes of revenue sharing distribution.

(e) “Project” means the development, construction, repair or improvement of a local road.

**(2)** (a) The department shall administer a local roads for job preservation program to award grants to political subdivisions for any project that the department determines is necessary to support business and retain jobs in the vicinity of the local road. The department may award grants under this section for any costs related to a project, including costs of acquiring rights-of-way, planning, designing, engineering, and constructing a local road. The department may specify the pavement to be used in any project funded under this section for the purpose of enhancing the pavement life and cost-effectiveness of the project.

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

## Chapter Trans 206

### LOCAL ROADS IMPROVEMENT PROGRAM

Trans 206.01	Purpose and scope.	Trans 206.05	County highway improvement.
Trans 206.02	Definitions.	Trans 206.06	Town road improvement.
Trans 206.03	Uniform provisions.	Trans 206.07	County highway improvement program districts and committees.
Trans 206.035	Town road improvement discretionary provisions.	Trans 206.08	Statewide town road improvement discretionary committee.
Trans 206.04	Municipal street improvement.		

**Trans 206.01 Purpose and scope.** The purpose of this chapter is to interpret and administer procedures for assisting in the improvement of deteriorating local highways, streets and roads under s. 86.31 (6), Stats.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.02 Definitions.** The words and phrases defined in s. 86.31 (1), Stats., have the same meaning in this chapter unless a different definition is specifically provided. In this chapter:

(1) "Administrative cost" means the county highway commissioner's staff and material costs to perform the county highway commissioner's duties to the county MSI program for cities and villages with a population of 20,000 or less, and the county TRI program, including the cost of conducting bid lettings for MSI projects in cities and villages with a population of 20,000 or less and for TRI projects.

(1m) "Annual allocation" means the annual amount of state funds available under the TRID component of the local roads improvement program to a town to make improvements with total project costs of \$100,000 or more to local town roads.

(2) "Annual entitlement" means the annual amount of state funds available under the local roads improvement program to a county, county town road improvement committee, county municipal street improvement committee, or city or village with a population of 20,000 or more to make improvements to the local roads.

(2m) "Biennial allocation" means the sum of the 2 annual allocations in a state biennium.

(3) "Biennial entitlement" means the sum of the 2 annual entitlements in a state biennium.

(4) "Chief executive" means the town board chairperson, village president, elected mayor or city manager.

(5) "Contract administration" means the preparing of or having plans prepared for the project, acquiring right of way, letting of bids and construction supervision of a local roads improvement program project.

(6) "Cost ceiling" means the maximum amount the state of Wisconsin will pay as its share of the local road improvement project under this chapter.

(7) "County board chairperson" has the meaning specified in s. 59.05, Stats.

(8) "County executive" has the meaning specified in s. 59.17, Stats.

(9) "County highway commissioner" has the meaning specified in s. 83.01, Stats.

(10) "County highway improvement" or "CHI" means the improvement projects on the county trunk system funded by the county highway improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(11) "County highway improvement plan" means a county's 5-year plan of improvements to the county trunk system which is

eligible to be funded from the county highway improvement component of the local roads improvement program.

(12) "County highway improvement program district" means a group of counties designated by the secretary of transportation under s. 86.31, Stats., to be a county highway improvement program district.

(13) "County highway improvement program district committee" means a committee consisting of not more than 5 county executives or designees or when there is no office of county executive, county board chairpersons or the chairperson's designee from counties within a county highway improvement district.

(14) "County municipal street improvement committee" or "CMSIC" means a committee of not more than 5 chief executives or designees of cities and villages with a population of less than 20,000 within the county responsible to select MSI projects within the county.

(15) "County town road improvement committee" or "CTRIC" means a committee of not more than 5 town chairpersons or designees from within the county responsible to select TRI projects within the county.

(16) "Department" means the department of transportation.

(17) "Eligible project" means one or more logical phases of a specific improvement including, but not limited to, a feasibility study, design engineering, grading, base, paving, and road finish materials such as hot mix asphalt.

(18) "Feasibility study" means the engineering and environmental studies for a specific section of a local road that will lead to a LRIP improvement project.

(19) "Local roads improvement program" or "LRIP" means the state entitlement program with county trunk highway, town road and municipal street entitlement components as established in s. 86.31, Stats., or the state allocation component separate from the entitlement program as established in s. 86.31 (3m), Stats.

(20) "LRIP project application" means a department of transportation form which describes the projects that may be funded with LRIP entitlements, or LRIP allocations under TRID, in the current state biennium.

(21) "Miles" means the number of miles of roads and streets as determined by the department of transportation under s. 86.302, Stats.

(22) "Municipal street improvement" or "MSI" means the improvement projects on the city and village street system funded by the municipal street improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(23) "Municipal street improvement plan" means a city or village's 5-year plan of improvements to the municipal street system eligible to be funded from the municipal street improvement component of the local roads improvement program.

(24) "PASER" means the pavement surface evaluation and rating process developed and taught by the transportation information center at the university of Wisconsin extension, Madison, WI 53706.



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(25) "Population" means the population of a political subdivision as determined in s. 86.33, Stats.

(26) "Project agreement" means a formal agreement between the state and a political subdivision which states the responsibilities of each of the parties to the agreement.

(27) "Recipient" means a county, county town road improvement committee, county municipal street improvement committee, or a city or village with a population of 20,000 or more, or a town under the TRID.

(28) "Secretary" means the secretary of the department of transportation.

(29) "State biennium" means a period from July 1 of every odd-numbered year through June 30 of the next odd-numbered year.

(30) "State fiscal year" means a period from July 1 through June 30.

(31) "Statewide town road improvement discretionary committee" or "STRIDC" means the committee appointed by the secretary responsible to recommend TRID projects for approval by the secretary.

(32) "Town road improvement" or "TRI" means the improvement projects on the town road system funded by the town road improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(33) "Town road improvement discretionary" or "TRID" means the improvement projects on the statewide town road system funded by the town road improvement discretionary allocation component of the local roads improvement program as authorized under s. 86.31 (3m), Stats.

(34) "Town road improvement plan" means a town board's 2 or more year plan for improvements to the town road system eligible to be funded from the town road improvement component of the local roads improvement program.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (1), (19), (20) and (27), renum. (31) and (32) to be (32) and (34), cr. (1m), (2m), (31) and (33), Register, December, 1994, No. 468, eff. 1-1-95; am. (1), Register, October, 1997, No. 502, eff. 11-1-97; **correction in (8) made under s. 13.93 (2m) (b) 7., Stats.**

**Trans 206.03 Uniform provisions. (1) ENTITLEMENT.** The local roads improvement program is an annual entitlement program for improvements to local roads. Biennially, an entitlement shall be made to each county, each CMSIC and CTRIC and to each city or village whose population is 20,000 or more. Entitlements to the recipient shall be determined as follows:

(a) Municipal street improvement for each CMSIC and for each city or village with a population of 20,000 or more: 50% of each county's, city's or village's, with a population of 20,000 or more, proportionate share of total miles of all city or village streets in the state and 50% of each county's, city's or village's, with a population of 20,000 or more, proportionate share of the total population of all cities and villages in the state.

(b) County highway improvement shall be 60% of each county's proportionate share of the state population and 40% of each county's proportionate share of total county trunk miles of all county trunk miles in the state; except no county's entitlement shall be less than one half of one percent (0.5%) of the total funds allocated to the counties under this chapter.

(c) Town road improvement shall be on each county's proportionate share of town road miles to all town road miles in the state.

(2) **OPTION TO ACCUMULATE ENTITLEMENT UNTIL THE SECOND YEAR OF THE BIENNIUM.** To permit maximum flexibility in the use of entitlements and use all entitlements in the biennium appropriated, a recipient may:

(a) Use the entitlement in the state fiscal year it is available.

(b) Accrue the annual entitlement until the second year of the state biennium rather than using it in the year it is available.

(c) Request approval, on the LRIP project application form, from the department to use the entire biennial entitlement in the first year of the biennium.

(3) **COMMITMENT OF ENTITLEMENT.** (a) No later than November 1 of each odd-numbered year, each recipient shall complete the LRIP project application form and send it to the appropriate county highway commissioner.

(b) No later than January 15 of each even-numbered year, the appropriate county highway commissioner shall send the department a copy of each LRIP project application submitted by each recipient in the county.

(c) Upon the approval of each LRIP project application by the department, the estimated cost of the project listed on the LRIP project application form shall be considered committed, and entitlement funds shall be reserved for the political subdivision with an approved LRIP project. A project agreement for each LRIP project shall be executed and received by the department no later than April 1 of the next odd-numbered year. If an executed project agreement is not received by April 1 of the next odd-numbered year, the commitment of state funds shall be withdrawn.

(4) **UNCOMMITTED LRIP ENTITLEMENTS.** (a) Any entitlements not committed by the recipient by November 1 of each odd-numbered year shall be available for use by other recipients.

(b) The first priority for uncommitted entitlements shall be for use by other recipients within the same county. The county highway commissioner of that county is responsible for determining if the uncommitted entitlement can be used within the county and which recipient will receive it.

(c) The second priority for any uncommitted entitlement that cannot be used within the county shall be for use within the county highway improvement program district. The county highway improvement district committee shall be responsible for determining if uncommitted entitlement can be used within the district and which recipient will receive it.

(d) On July 1 of each odd-numbered year, all uncommitted entitlements from the previous biennium shall be added to the LRIP appropriation for the current biennium and redistributed according to the distribution formula in s. Trans 206.03 (1).

(5) **PAYMENT OF PROJECT COSTS.** (a) The local roads improvement program is a reimbursement program. The political subdivision where the work is performed shall be responsible for payment of project costs. At the completion of the project, the political subdivision may apply to the department of transportation for reimbursement of eligible costs in accordance with the project agreement. Application for reimbursement shall be on forms prescribed by the department.

(b) If a project is the result of an agreement among more than one recipient, the project agreement shall identify one political subdivision as responsible for initial funding of the project and to whom the state shall reimburse eligible costs.

(6) **ELIGIBLE PROJECTS.** (a) Any improvement to the county trunk, town road or city or village street system shall be eligible for funding under this chapter provided the political subdivision has complied with the provisions of this chapter.

(b) The county, CTRIC or CMSIC, cities or villages with populations of 20,000 or more, or towns under the TRID, may enter into agreements with counties, other county MSI or TRI committees, other cities or villages with populations of 20,000 or more or towns under the TRID to participate in projects that meet the standards of the local roads improvement program.

(7) **DUTIES OF THE COUNTY HIGHWAY COMMISSIONER.** The county highway commissioner shall perform the following:

(a) Serve as the administrative contact between the department and all recipients in the county.

(b) No later than January 15 of each even-numbered year, report to the secretary or the secretary's designee, on the form in

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the manner prescribed by the department, the list of projects to be developed or constructed under the CHI, TRI, TRID and MSI components of the LRIP in the current state biennium.

(c) Determine if uncommitted entitlements of a recipient in the county can be used by another recipient within the county.

**(8) REIMBURSEMENT OF COUNTIES FOR ADMINISTRATIVE COSTS RELATED TO THE CMSIC AND THE CTRIC.** (a) Counties shall be reimbursed for the costs of the administrative services provided by the county highway department to that CTRIC and CMSIC.

(b) For the years 1992 through 1995 of the local roads improvement program, 5% of each county's MSI entitlement for cities and villages with a population of less than 20,000 and 5% of each county's TRI entitlement shall be distributed to the county treasurer as reimbursement for the administrative costs of the MSI and TRI.

(c) Beginning with 1996, the percentage of each county's MSI entitlement for cities and villages with a population of less than 20,000 and county's TRI entitlement to be distributed to the county for administrative costs related to the MSI and TRI shall be reviewed with the county highway commissioner and the chairpersons of the county TRI and the MSI committees to determine an appropriate level of reimbursement. The county highway commissioner shall notify the department what percent level of reimbursement was selected as a result of the review. Until such notification is received, the level of reimbursement shall continue at 5%.

**(9) ELIGIBLE LRIP PROJECT COSTS.** Feasibility studies, design, right-of-way acquisition, any item which is an integral part of street and road construction, and related engineering costs are eligible costs. New installations or alterations of sanitary sewers and connections, water, gas, electric, telephone, police or fire alarm facilities, parking meters, street signs and similar utilities are not eligible costs. The cost to develop each county, municipality or town's improvement plan is not an eligible cost.

**(10) CONTRACT ADMINISTRATION.** (a) The political subdivision with the eligible project shall be responsible for contract administration of the project. If an eligible project is located in more than one political subdivision, the project agreement shall specify the political subdivision responsible for contract administration.

(b) The design and construction of all eligible projects with eligible costs totaling more than \$50,000 under this chapter shall be certified by a registered professional engineer.

**(11) FINANCIAL PARTICIPATION.** (a) The state shall provide a maximum of 50% of the total eligible project cost up to the cost ceiling specified in the project agreement. The remainder of the cost shall be provided by the political subdivision where the work is performed.

(b) The political subdivision's share may be in the form of cash, engineering or right of way.

(c) No entitlement shall be used as the local match for federal aid projects.

(d) No federal aid funds shall be used as the local match for an eligible project.

**(12) PROJECT AGREEMENT.** (a) Each eligible project which is funded under this chapter shall be the subject of a formal agreement between the political subdivision and the department. The secretary or the secretary's designee shall sign the project agreement for the department. The secretary or the secretary designee's signature on the project agreement shall be the official acceptance of the terms of the agreement. When the project agreement is between the state and a county, the county executive or designee, or when there is no office of county executive, the county board chairperson or designee shall sign the project agreement for the county. When the project agreement is between the state and a town, village or city, the chief executive or designee of the politi-

cal subdivision shall sign the project agreement for the political subdivision.

(b) Each project agreement must be signed by the department no later than April 1 of each odd-numbered year.

(c) The project agreement shall include, but is not limited to, the following items of information:

1. Name of the signatory political subdivision or, in the case of a joint project, the project agreement shall include the names of all the political subdivisions and county MSI or TRI committees participating in the project.

2. Statement of need for the project.

3. Description of the proposed work as approved by the CTRIC, STRIDC or CMSIC where appropriate and the intended construction year.

4. Cost estimate of the work.

5. Description of the cost participation of each party to the agreement, including the amount of the cost ceiling for preliminary engineering, real estate acquisition and construction.

6. Description of all special provisions and considerations that apply to the proposed project.

7. Signed statement by the county executive or designee, or when there is no office of county executive, the county board chairperson or designee, town, city or village's chief executive or designee certifying that the work will be done in accordance with all federal, state and local laws, rules, ordinances and standards.

8. A statement that the department will only participate in eligible construction projects which are actually constructed to the appropriate standards described in this chapter. The entire cost of construction projects not constructed, or not constructed to standards, is the responsibility of the political subdivision.

9. A statement that the political subdivision with the eligible project assumes all responsibility for complying with all germane environmental requirements for the improvement, and certifies that an environmental analysis was completed and that all applicable environmental laws were followed.

**(13) EXCEPTION TO STANDARDS.** (a) The secretary or the secretary's designee may authorize deviation from the standards in special cases in which strict application of the standards is impractical and deviation is not contrary to the public interest and safety, and in the case of eligible county projects is not contrary to the intent of s. 84.01 (9) (b), Stats.

(b) Any deviation in the standards shall be approved in writing by the secretary or the secretary's designee before any reimbursement payments are made.

**(14) PROJECT SUBSTITUTION.** When a recipient informs the department that an eligible project for which a CHI, TRI or MSI project agreement has been executed cannot be built, that recipient shall have the option of substituting another eligible project that can be constructed in the same time period. The parties shall then void the original project agreement and execute a new project agreement for the substitute project. This subsection does not apply to recipients of TRID allocations.

**(15) DUTIES OF DOT.** The department shall perform the following:

- (a) Compute the annual and biennial entitlement for each county, each CMSIC and CTRIC and for each city or village with a population of 20,000 or more.

- (b) Inform, by September 1 of each odd-numbered year, each county, each CTRIC and CMSIC, and the chief executive of each city or village with a population of 20,000 or more of their biennial entitlement by state fiscal year for the current state biennium.

- (c) Maintain a financial record of each project agreement and any other information the department deems necessary.

- (d) Review a sufficient number of projects to ensure that the program is functioning according to applicable state laws and rules.

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- (e) Encumber state funds for all approved project agreements.
- (f) Prepare, by June 30 of each odd-numbered year, a report listing all completed projects under the local roads improvement program.
- (g) Determine if proposed projects meet the criteria of this chapter.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (6) (b), (7) (b) and (14), Register, December, 1994, No. 468, eff. 1-1-95; the correction in (12) (c) 8, made under s. 13.93 (2m) (b) 12., Stats., Register, August, 1996, No. 488; am. (12) (c) 3., Register, October, 1997, No. 502, eff. 11-1-97.

**Trans 206.035 Town road improvement discretionary provisions.** (1) **ALLOCATION.** The TRID is an annual allocation for improvements to town roads in excess of \$100,000 total project cost. Biennially, selected allocations shall be made to towns. Allocations to the recipient shall be recommended by the STRIDC and approved by the secretary.

(2) Option to accumulate allocation until the second year of the biennium. To permit maximum flexibility in the use of allocations and use all allocations in the biennium appropriated, a recipient may:

- (a) Use the allocation in the state fiscal year it is available.
- (b) Accrue the annual allocation until the second year of the state biennium rather than using it in the year it is available.
- (c) Request approval, on the LRIP project application form, from the department to use the entire biennial allocation in the first year of the biennium.

(3) **COMMITMENT OF ALLOCATION.** (a) No later than November 1 of each odd-numbered year, each applicant shall complete the LRIP project application form and send it to the appropriate county highway commissioner.

(b) No later than January 15 of each even-numbered year, the appropriate county highway commissioner shall send the department a copy of each LRIP project application submitted by each applicant in the county.

(c) Upon the approval of each LRIP project application by the department, the estimated cost of the project listed on the LRIP project application form shall be committed, and allocated funds shall be reserved for the political subdivision with an approved LRIP project. A project agreement for each LRIP project shall be executed and received by the department no later than April 1 of the next odd-numbered year. If an executed project agreement is not received by April 1 of the next odd-numbered year, the commitment of state funds shall be withdrawn.

(4) **UNCOMMITTED TRID ALLOCATIONS.** On July 1 of each odd-numbered year, all uncommitted allocations from the previous biennium shall be added to the TRID appropriation for the current biennium.

**History:** Cr. Register, December, 1994, No. 468, eff. 1-1-95.

**Trans 206.04 Municipal street improvement.**

(1) **DUTIES OF ALL CITIES AND VILLAGES.** Each city and village shall establish and maintain a 5-year municipal street improvement plan which identifies projects eligible to be funded under the MSI entitlement. The plan shall be based on sound traffic and pavement management principles. It shall include a priority list of needs and a 5-year schedule of improvements.

(2) **COUNTY MUNICIPAL STREET IMPROVEMENT COMMITTEES (CITIES AND VILLAGES WITH POPULATIONS OF LESS THAN 20,000).** (a) In each county there shall be a county municipal street improvement committee to select city and village street improvement projects for the municipal street improvement component of the local roads improvement program. The CMSIC shall consist of not more than 5 chief executives or designees of villages and cities in the county with populations of less than 20,000. The committee shall be selected by all the chief executives or designees of all the villages and cities in the county with a population of less than 20,000. The committee shall select a chairperson from its members.

(b) The selection of the CMSIC shall occur biennially, in the odd-numbered years, not later than October 1. The term of office for each county municipal street improvement committee member shall be 2 years, and shall be from October 1 of the current odd-numbered year to September 30 of the next odd-numbered year.

(c) In addition to the village or city chief executive committee members, each CMSIC may include as a non-voting member the county highway commissioner.

(3) **DUTIES OF THE CMSIC.** Each CMSIC committee shall perform the following:

(a) Send, no later than November 1 of each odd-numbered year, each LRIP project application form listing of all MSI projects planned for the current state biennium to the county highway commissioner.

(b) Determine, in a case where a proposed project under agreement cannot be built within the specified time frame, whether a substitute project should be put under agreement.

(c) Determine whether to enter into joint agreements with other recipients.

(4) **SELECTION AND DUTIES OF THE CHAIRPERSON OF THE CMSIC.** The chairperson of the CMSIC shall be selected by the members of the CMSIC no later than November 1 of each odd-numbered year. The duties of the chairperson shall include, but are not limited to, the following:

(a) Inform, by November 1 of each odd-numbered year, the secretary, in writing, of the name of the chairperson of the CMSIC.

(b) Convene the CMSIC when necessary.

(c) Preside over meetings of the CMSIC and perform all administrative duties required of the chairperson.

(5) **DUTIES OF A CITY OR VILLAGE WITH A POPULATION OF LESS THAN 20,000 WITH A MSI PROJECT.** Each city or village with a population of less than 20,000 with a MSI project shall perform the following:

(a) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each MSI project awarded to the city or village.

(b) Prepare all documents necessary to letting the LRIP project to competitive bid.

(c) Certify through the city or village's chief executive, at the time the city or village requests reimbursement, that the work funded under the municipal street improvement program entitlement was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

(6) **DUTIES OF CITIES OR VILLAGES WITH A POPULATION OF 20,000 OR MORE.** Each city or village with a population of 20,000 or more shall perform the following:

(a) Administer the LRIP entitlement in accordance with this chapter.

(b) Send, no later than November 1 of each odd-numbered year, the LRIP project application form, listing all MSI projects planned for the current state biennium to the county highway commissioner.

(c) Prepare all documents necessary to letting the LRIP project to competitive bid.

(d) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each MSI project.

(e) Certify through the city or village's chief executive, at the time the city or village requests reimbursement, that the work funded under the municipal street improvement program entitlement was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

(7) **CITIES OR VILLAGES IN MORE THAN ONE COUNTY.** (a) 1. Each city or village with a population of less than 20,000 and whose corporate limits extend into more than one county, shall select by September 1, 1992, which CMSIC it wishes to join. By September 1, 1992, the city or village shall notify, in writing, the



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secretary and all the affected CMSICs and county highway commissioners, which CMSIC it will join.

2. Any city or village with a population less than 20,000 not selecting a CMSIC by September 15, 1992, shall be assigned to a CMSIC by the secretary.

(b) 1. Each city and village with a population of 20,000 or more and whose corporate limits extend into more than one county shall select by September 1, 1992, which county it wishes any of its uncommitted entitlement to be assigned. By September 1, 1992, the city or village shall notify, in writing, the secretary and all the affected county highway commissioners, which county it wishes to assign its uncommitted entitlement.

2. Any city or village with a population of 20,000 or more not selecting a county by September 15, 1992, shall be assigned to a county by the secretary.

**(8) DUTIES OF THE COUNTY HIGHWAY COMMISSIONER.** Each county highway commissioner shall perform the following:

(a) Convene and preside over the initial meeting of all the chief executives of villages and cities with populations of less than 20,000, to select the membership and chairperson of the CMSIC.

(b) Conduct contract lettings for the city or village with municipal street improvement projects upon the request of the city or village.

**(9) STANDARDS.** All municipal street improvement projects funded under this chapter shall be designed and constructed using the state standards as described in the department's facility development manual procedure 11-20-1 except as provided in s. Trans 206.03 (13).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.05 County highway improvement.**

**(1) DUTIES OF THE COUNTY EXECUTIVE.** Each county executive or designee, or where there is no office of county executive, the county board chairperson or the chairperson's designee shall perform the following:

(a) Establish and maintain a 5-year program of county trunk improvement projects eligible to be funded from the county highway improvement entitlement of the local roads improvement program. It shall include a priority list of needs and a 5-year schedule of improvements.

(b) Send, no later than January 15 of each even-numbered year, to the department the LRIP project application form listing the CHI projects planned in the current state biennium.

(c) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each project that will be constructed in the current state biennium as a county highway improvement project.

(d) Certify that the county trunk improvement projects selected meet the eligibility requirements of this chapter.

(e) Determine in a case where a proposed project under agreement cannot be built in the specified time frame, whether a substitute project should be put under agreement.

(f) Determine whether to enter into agreements with other recipients of the local roads improvements to jointly fund eligible local road improvement projects.

**(2) STANDARDS.** All county trunk improvement projects funded under this chapter shall be designed and constructed according to standards in ch. Trans 205 except as provided in s. Trans 206.03 (13).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.06 Town road improvement. (1) COUNTY TOWN ROAD IMPROVEMENT COMMITTEES.** (a) In each county, there shall be a town road improvement committee that shall select improvement projects for the town road improvement component of local roads improvement program in the county.

(b) The CTRIC shall consist of no more than 5 town chairpersons or designees selected by all the town chairpersons or designees in the county, one of whom shall be designated as chairperson by the committee. The selection of each CTRIC shall occur biennially, in the odd-numbered years, not later than October 1. The term of office for each CTRIC member shall be 2 years, and shall be from October 1 of the current odd-numbered year to September 30 of the next odd-numbered year.

(c) In addition to the town chairperson members, each CTRIC may include as a non-voting member the county highway commissioner.

**(2) DUTIES OF THE COUNTY TRI COMMITTEE.** Each CTRIC shall perform the following:

(a) Submit, no later than November 1 of each odd-numbered year, to the county highway commissioner the LRIP project application form listing of TRI projects planned, and TRID project applications prioritized for the current state biennium.

(b) Determine in the case where a proposed TRI project under agreement cannot be built within the specified time frame whether a substitute TRI project should be put under agreement.

(c) Determine whether to enter into agreements with other recipients of the local roads improvement for the joint funding of eligible local roads improvement projects.

**(3) SELECTION AND DUTIES OF THE CHAIRPERSON OF THE CTRIC.** The chairperson of the CTRIC shall be selected by the members of the CTRIC no later than November 1 of each odd-numbered year. The duties of the chairperson shall include, but are not limited to, the following:

(a) Notify, no later than November 1 of each odd-numbered year, the secretary of the name of the chairperson of the CTRIC.

(b) Convene the CTRIC when necessary.

(c) Preside over the CTRIC and perform all administrative duties required of the chairperson.

**(4) DUTIES OF THE TOWNS.** Each town participating in TRI and TRID shall establish and maintain as a minimum, a 2-year plan of improvements to the town roads eligible to be funded under the TRI and TRID components. The plan shall be based on sound engineering and management principles and life cycle cost criteria such as, but not limited to, the PASER program model. It shall include a priority list of needs and a 2-year schedule of improvements.

**(5) DUTIES OF TOWNS WITH A TRI OR TRID PROJECT.** Towns with a TRI or TRID project shall perform the following:

(a) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each TRI project awarded to the town by the CTRIC or TRID project awarded to the town by the department.

(b) Prepare all necessary documents to let the LRIP project to competitive bid.

(c) Certify, by the town chairperson, at the time reimbursement is requested that the work was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

**(6) DUTIES OF THE COUNTY HIGHWAY COMMISSIONER.** The county highway commissioner shall perform the following:

(a) Convene and preside over the initial meeting of all town chairpersons to select the membership and chairperson of the town road improvement program committee.

(b) Conduct contract lettings for a town with a TRI or TRID project upon the request of the town.

**(7) STANDARDS.** All town road improvement projects funded under this chapter shall be designed and constructed using the state town road standards as described in ch. Trans 204, except as provided in s. Trans 206.03 (13).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (2) (a) and (b), (4), (5) (intro.), (a), (6) (b), Register, December, 1994, No. 468, eff. 1-1-95.



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**Trans 206.07 County highway improvement program districts and committees.** (1) COUNTY HIGHWAY IMPROVEMENT PROGRAM DISTRICT COMMITTEES.

In each county highway improvement program district, there shall be a county highway improvement program district committee. The committee shall consist of no more than 5 county executives or the county executive's designee or when there is no office of county executive, county board chairpersons or the chairperson's designee from counties in the district. The committee shall be chosen by all the county executives or the executive's designee or when there is no office of county executive, the county board chairperson or the chairperson's designee in the district. The committee members shall serve 2-year terms beginning October 1 of the odd-numbered years and ending September 30 of the next odd-numbered year. The secretary or designee shall serve as a non-voting member of each county highway improvement program district committee.

(2) DUTIES OF THE COUNTY HIGHWAY IMPROVEMENT DISTRICT COMMITTEE. The county highway improvement district committee shall perform the following:

(a) Establish criteria for the selection of CHI projects to be funded from uncommitted entitlements of member counties.

(b) Select, no later than January 15 of each even-numbered year, CHI projects to be funded from uncommitted entitlements from within the district from the member counties CHI project lists.

(c) Select, no later than October 1 of the odd-numbered years, the committee chairperson for the next 2 years.

(3) SELECTION AND DUTIES OF THE CHAIRPERSON OF THE COUNTY HIGHWAY IMPROVEMENT PROGRAM DISTRICT. (a) The chairperson of the county highway improvement program district committee shall be selected from the district committee members.

(b) Selection shall occur by October 1 of each odd-numbered year.

(c) The chairperson shall perform the following:

1. Preside over the meetings of the committee.
2. Convene a meeting of the committee as needed.

3. Convene and preside over a meeting of all county executives or county executives' designees or when there is no office of county executive county board chairpersons or the chairpersons' designees in the district, no later than October 1 of each odd-numbered year, for the purpose of selecting committee members and a chairperson for the next 2-year period.

(d) Inform in writing, no later than November 1 of each odd-numbered year, the secretary and all county executives or the county executives' designees or when there is no office of county

executive, county board chairpersons or the chairpersons' designees in the district of the committee membership.

(e) Inform the secretary and all county executives or county executives' designees or when there is no office of county executive, county board chairpersons or the chairpersons' designees in the district, no later than January 15 of each even-numbered year, of the committee's selection of projects in the district to be funded with the uncommitted entitlements of counties CMSIC, CTRIC, and municipalities with a population of less than 20,000 in the district.

(4) ELIGIBLE PROJECTS. Any improvement to the county trunk system in any of the counties within the county highway improvement program district is an eligible project, provided the county has complied with the provisions of the chapter pertaining to the county highway improvement component.

(5) SELECTED PROJECTS. A county trunk improvement project selected for funding under this chapter shall be constructed under the provisions of s. Trans 206.05. The county executive or county executive's designee or when there is no office of county executive the county board chairperson or county board chairperson's designee from the county of the selected project shall be responsible for the development and construction of the project and the certification that the project constructed complies with the provisions of the county highway improvement component.

**Note:** Forms can be obtained from the Wisconsin Department of Transportation, Division of Highways, P.O. Box 7916, Madison, WI 53707-7916.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.08 Statewide town road improvement discretionary committee.** (1) There shall be one STRIDC.

The committee shall consist of members appointed by the secretary and have geographically balanced representation. The committee members shall serve 2-year terms beginning October 1 of the odd-numbered years and ending September 30 of the next odd-numbered year. The secretary or designee shall serve as a non-voting member of each statewide town road improvement discretionary committee.

(2) The statewide town road improvement discretionary committee shall perform the following duties:

(a) Establish criteria for the selection of TRID projects. These criteria shall include, but are not limited to, safety, reconstruction, traffic volume and type, and multi-jurisdictional projects.

(b) Select, no later than March 1 of each even-numbered year, TRID projects to be funded statewide.

(c) Select, no later than December 1 of the odd-numbered years, the committee chairperson for the next 2 years.

**History:** Cr. Register, December, 1994, No. 468, eff. 1-1-95.

## 2004-2005 Local Roads Improvement Program- Entitlements

### County Highway Improvement Program (CHIP)

District	County Name	Allocation
4	Adams County	\$91,422
8	Ashland County	\$67,936
8	Barron County	\$146,375
8	Bayfield County	\$69,682
3	Brown County	\$435,451
5	Buffalo County	\$107,561
8	Burnett County	\$82,988
3	Calumet County	\$97,243
6	Chippewa County	\$214,877
6	Clark County	\$131,922
1	Columbia County	\$176,074
5	Crawford County	\$67,936
1	Dane County	\$789,539
1	Dodge County	\$275,383
3	Door County	\$118,458
8	Douglas County	\$156,204
6	Dunn County	\$175,234
6	Eau Claire County	\$254,507
7	Florence County	\$67,936
2	Fond du Lac County	\$241,822
7	Forest County	\$67,936
1	Grant County	\$158,055
1	Green County	\$126,583
4	Green Lake County	\$90,893
1	Iowa County	\$132,575
7	Iron County	\$67,936
5	Jackson County	\$91,742

District	County Name	Allocation
1	Jefferson County	\$183,628
4	Juneau County	\$100,780
2	Kenosha County	\$295,573
3	Kewaunee County	\$88,674
5	La Crosse County	\$236,489
1	Lafayette County	\$97,325
7	Langlade County	\$104,977
7	Lincoln County	\$116,623
3	Manitowoc County	\$201,138
4	Marathon County	\$353,977
3	Marinette County	\$149,883
4	Marquette County	\$86,567
3	Menominee County	\$67,936
2	Milwaukee County	\$1,414,178
5	Monroe County	\$155,591
3	Oconto County	\$139,668
7	Oneida County	\$102,063
3	Outagamie County	\$336,676
2	Ozaukee County	\$164,376
6	Pepin County	\$67,936
6	Pierce County	\$122,826
8	Polk County	\$153,585
4	Portage County	\$219,725
7	Price County	\$83,522
2	Racine County	\$322,527
5	Richland County	\$107,755
1	Rock County	\$285,960

District	County Name	Allocation
8	Rusk County	\$89,829
1	Sauk County	\$165,730
8	Sawyer County	\$86,992
3	Shawano County	\$140,830
3	Sheboygan County	\$290,318
6	St. Croix County	\$193,575
6	Taylor County	\$96,556
5	Trempealeau County	\$120,085
5	Vernon County	\$119,665
7	Vilas County	\$87,377
2	Walworth County	\$192,806
8	Washburn County	\$78,617
2	Washington County	\$229,067
2	Waukesha County	\$645,358
4	Waupaca County	\$170,965
4	Waushara County	\$127,285
3	Winnebago County	\$287,680
4	Wood County	\$200,267

**TOTAL \$13,587,230**

## 2004-2005 Available Local Roads Improvement Program Discretionary Funds\*

County Highway Improvement Program (CHIPD)		Allocation
District 1		\$1,856,411
District 2		\$2,722,056
District 3		\$1,827,762
District 4		\$1,119,569
District 5		\$781,763
District 6		\$976,354
District 7		\$542,260
District 8		\$723,826
Statewide Total		\$10,550,000
Town Road Improvement Program (TRIPD)		
Statewide Total		\$1,696,392
Municipal Street Improvement Program (MSIPD)		
Statewide Total		\$2,257,181
<b>Grand Total</b>		<b>\$14,503,573</b>

\* Includes carry-over from previous program cycle.

## Checklist for an Approved for Local Roads Improvement Project

The following checklist will help you keep track of your LRIP project. *The checklist is voluntary and is not required to be submitted to the county highway commissioner or WisDOT.*

For each of the items below, please put a check mark next to the item when you complete that part of the process and fill in the dates when appropriate. This will also ensure you follow all the steps necessary to meet all LRIP requirements and ensure reimbursement of your project upon its completion. These steps **must** be followed in the order provided below.

**PROJECT APPLICATION** (Type or neatly print your project application. Project applications that are not clear will be returned.)

On Route (Road to be Improved)	
At Route (Beginning point)	
Toward Route (Ending point)	

Submit the following documents for a complete project application:

- ☐ Completed application. (Make sure all fields are filled in)
- ☐ Include a map showing your project location.
- ☐ Include the signed Terms and Conditions statement.

Once you have all application material gathered and complete:

- ☐ Send completed project application, location map and signed Terms and Conditions statement to county highway commissioner by November 1, 2003. Date Sent:

\_\_\_\_\_

### STATE/MUNICIPAL AGREEMENT

- ☐ Received a copy of approved agreement (signed by WisDOT).  
Date Received \_\_\_\_\_

### PROJECT LETTING

- ☐ Advertise for bids in your official local newspaper or in trade journals.
  - ▶ Make sure you are specific about your project specs so you can get a broad selection of bids.
  - ▶ Make sure you identify your project as a LRIP project in your advertisement.
  - ▶ Class 2 notice is needed. (**Note:** requires two insertions, meaning, that your project must be advertised in your local newspaper or in a trade journal during two consecutive weeks).
    - Date 1<sup>st</sup> Notice placed \_\_\_\_\_
    - Date 2<sup>nd</sup> Notice placed \_\_\_\_\_

- ☐ If you wish a quote from the county, request the quote at the same time you advertise your bids.
  - ▶ County quotes must be clear enough to differentiate from actual bids. County quotes must be based on time and materials. The county **CANNOT** provide a bid for your project.
- ☐ Establish your local guidelines and criteria for the selection of bids and determine what would be considered a responsive and a non-responsive bid by your board.
- ☐ Select lowest responsible bidder. If no bids are received, or if the bids received are considered to be non-responsive, you may re-advertise for bids or award project to the county. The municipality is not allowed to work on its own project.
  - ▶ Do not award a contract to anyone without going through the letting process. Any work performed by the municipality or awarded to a contractor or the county without following the letting process WILL NOT be reimbursed.
  - ▶ **DO NOT** award any contracts until you have received an approved State/Municipal Agreement from WisDOT.
- ☐ Notify bidders, in writing, on the municipality's decision regarding the bids received and whether their bids were accepted or rejected. If any bids are rejected, make sure you can justify your decision to the contractors. The municipality is responsible for their decision on the chosen contractor. Date notified: \_\_\_\_\_
- ☐ Document your municipality's decision, on the bids received, in the board minutes. Include the reason why bids were rejected. Board Minutes Date \_\_\_\_\_
- ☐ Send copies of your advertisement for bids, board minutes or bid award/rejection notices to the county highway commissioner. Date sent \_\_\_\_\_

### Working on Your Project

- ☐ Started work on the project. Date started \_\_\_\_\_
- ☐ Ensure that all standards, rules and regulations are followed.
- ☐ If an exception to standards is needed, send a copy of the written exception request to the County Commissioner. Date Sent \_\_\_\_\_
- ☐ If any questions, or when in doubt, call your county commissioner or WisDOT.
- ☐ Complete project. Date Completed: \_\_\_\_\_
- ☐ Obtain a certification by a registered professional engineer, for the design and construction of your project, if your total final project costs exceed \$65,000. Date Obtained \_\_\_\_\_
- ☐ Send copies of the engineering certification to your county highway commissioner. Date Sent: \_\_\_\_\_

### **Project Reimbursement**

- ☐ Pay your contractor **BEFORE** applying for reimbursement for your project.
- ☐ Complete your Request for Reimbursement form with your actual project costs.
- ☐ Send Request for Reimbursement form to county highway commissioner for final sign off along with copies of your final invoices. Date Sent \_\_\_\_\_
- ☐ WisDOT will reimburse you the lesser of either 50% of your total project cost or the LRIP limit stated in your project agreement. Date Check Received: \_\_\_\_\_

### **Project Completion**

- ☐ Keep all project documents in your file for a minimum of eight years as stated in your State/Municipal Agreement “Terms and Conditions.” Your project may be subject to a project review by the state.

### **Project Changes/Modifications** (ANY REVISIONS OR MODIFICATIONS TO YOUR APPROVED PROJECT.)

- ☐ Contact your county highway commissioner and notify them of any desired changes or modifications to your project.
- ☐ Send letter to the county highway commissioner requesting your project changes or modifications. Include all pertinent information regarding the changes in your letter.
- ☐ Received copy of revised and approved State/Municipal Agreement (signed by WisDOT) Date Received \_\_\_\_\_

### **Project Substitution** (IF YOU NEED TO SUBSTITUTE YOUR EXISTING PROJECT.)

- ☐ Contact your county commissioner to notify them of your desire to substitute your approved project and to get answers on any questions regarding project substitution.
- ☐ Send a letter with all pertinent information regarding requested substitution to the county highway commissioner. Include a new project application and location map along with your letter. You may not substitute with a project that has already been let to contract or has been completed. Date sent: \_\_\_\_\_
  - ▶ The county highway commissioner will forward the document to WisDOT for final execution and project approval.
- ☐ Received a copy of the new approved agreement (signed by WisDOT). Date received: \_\_\_\_\_
- ☐ Follow project-letting processes.

## COST EFFECTIVENESS FINDING SCENARIOS FOR CHIP AND CHIP-D PROJECTS

1. All funds will be used for the purchase of hot mix.

\$300,000 Project	\$100,000 LRIP funds
County lets to contract:	\$200,000 for hot mix
CEF Required:	No

2. County will let entire project to contract. County will NOT do work on the project.

\$300,000 Project	\$100,000 LRIP funds
County must:	Let to contract \$300,000
CEF Required:	No

3. County will do part of the work with their own forces. The county MUST let to contract the amount of the LRIP allocation AND do a cost-effectiveness finding on the "matching" dollars.

\$300,000 Project	\$100,000 LRIP funds
County must:	Let to contract minimum of \$100,000 LRIP funds
County lets to contract:	\$200,000
CEF Required:	No, because county has let to contract the LRIP Allocation PLUS the "matching" dollars.

\$300,000 Project	\$100,000 LRIP funds
County must:	Let to contract minimum of \$100,000 LRIP funds
County lets to contract:	\$100,000
CEF Required:	Yes, on \$100,000 matching dollars
Remaining construction costs:	County's funds; CEF requirement not applicable

The following scenario is interpreted as follows:

\$300,000 Project	\$100,000 LRIP funds
County must:	Let to contract minimum of \$100,000 LRIP funds
County lets to contract:	\$125,000 (\$100,000 applies to LRIP funds) (\$25,000 applies to matching requirement)
CEF Required:	\$75,000 (\$100,000 matching dollars less the additional \$25,000 that was let to contract)
Remaining construction costs:	County's funds; CEF requirement not applicable

4. Right-of-way and design contracts.

CANNOT be counted toward contracted amount.

86.31(2)(b) states: "Except as provided in par. (d), improvements for **highway construction projects** funded under the program shall be under contracts. Such contracts shall be awarded on The basis of competitive bids and shall be awarded to the lowest responsible bidder...."

Historically, we have interpreted this to include construction costs only. Also, right-of-way and design contracts are often not awarded on the basis of competitive bids.

5. Long-term contracts for asphalt purchase.

Some counties have long-term contracts negotiated for the purchase of hot mix. The question is whether they can use the contracted price from two or three years ago for the current project.

Contracts must be project specific. Since this hot mix contract was negotiated three years ago, it cannot be project specific; therefore, the county will be required to follow the letting process for The hot mix required for their current CHIP or CHIP-D project.



Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

## Chapter Trans 205

### COUNTY TRUNK HIGHWAY STANDARDS

Trans 205.01 Purpose.  
Trans 205.02 Definitions.  
Trans 205.03 County trunk highway standards.

Trans 205.035 Use of alternative "3R" standards.  
Trans 205.04 Exceptions to design standards.  
Trans 205.05 Project review.

**Note:** Chapter Hy 34 as it existed on December 31, 1986 was repealed and a new chapter Trans 205 was created effective January 1, 1987.

**Trans 205.01 Purpose.** (1) Pursuant to s. 84.01 (9) (b), Stats., the department of transportation adopts these rules relating to projects for constructing or reconstructing and relating to processes incidental to building, fabricating or bettering a county trunk highway, but not relating to maintenance of a county trunk highway. Maintenance includes all those measures and activities necessary to preserve a highway, as nearly as possible, in the condition of its construction. Maintenance generally involves no change in horizontal alignment, roadway widths or grade.

(2) Any county trunk highway improvement project, on which construction is started after January 1, 1987, shall follow this chapter.

**History:** Cr. Register, December, 1986, No. 372, eff. 1-1-87.

**Trans 205.02 Definitions.** As used in this chapter:

(1) "Average daily traffic" or "ADT" means the average 24-hour traffic volume during a stated period divided by the number of days in that stated period; unless otherwise specified, the stated period is one year.

(2) "Bridge design load" means the maximum vehicle loading that a bridge is designed to accommodate without exceeding the allowable working capacity of any structural member or group or system of structural members.

(3) "Design speed" means the maximum safe speed that can be maintained over a specified section of highway when conditions are so favorable that the design features of the highway govern.

(4) "District director" means a Wisconsin department of transportation, division of highways and transportation services, district office director.

**Note:** The department of transportation district offices and addresses are as follows:

District 1 ..	2101 Wright Street .....	Madison 53704
District 2 ..	141 N.W. Barstow Street .....	Waukesha 53187
District 3 ..	944 Vanderperren Way .....	Green Bay 54304
District 4 ..	1681 2nd Avenue South .....	Wisconsin Rapids 54494
District 5 ..	3550 Mormon Coulee Road .....	LaCrosse 54601
District 6 ..	718 W. Clairemont Avenue .....	Eau Claire 54701
District 7 ..	Hanson Lake Road .....	Rhineland 54501
District 8 ..	1701 N. Fourth Street .....	Superior 54880

(5) "Functional classification" has the meaning set forth in ch. Trans 76.

(6) "HS20" has the meaning set forth in the American association of state highway and transportation officials (AASHTO)

standard specifications for highway bridges, 13th edition 1983, as amended by interim specifications—bridges 1984 and 1985, published by AASHTO.

**Note:** The AASHTO standard specifications for highway bridges are available from AASHTO, 444 North Capitol Street, N.W., Washington, D.C. 20001. Copies of the relevant portion of the AASHTO standard are on file at the offices of the department of transportation, secretary of state and revisor of statutes.

(7) "Regional engineer" means a Wisconsin department of transportation division of highways central office design chief road design engineer.

(8) "Rehabilitation" means replacing a major structural element of an existing highway to extend its service life for a substantial period of years and to enhance safety.

(9) "Restoration" means returning an existing highway to an acceptable condition to extend its service life for a substantial period of years and to enhance safety.

(10) "Resurfacing" means installing new or additional layers of surfacing on existing highway pavement to extend its service life for a substantial period of years and to enhance safety.

(11) "Roadway" means the portion of a highway, including shoulders, for vehicular use.

**Note:** Under this definition, a divided highway has 2 or more roadways.

(12) "Shoulder" means that portion of a roadway that is contiguous to the traveled way and is used primarily for vehicle stopping in an emergency.

(13) "Traveled way" means the portion of the roadway designed for movement of vehicles, exclusive of the shoulders.

**History:** Cr. Register, December, 1986, No. 372, eff. 1-1-87; renum. (7) to (9) to be (11) to (13), cr. (7) to (10), Register, February, 1992, No. 434, eff. 3-1-92.

**Trans 205.03 County trunk highway standards.**

(1) The design standards for urban county trunk highway improvement projects shall conform with the applicable department of transportation criteria, and, if applicable, with the federal criteria for the class of highway involved. The minimum design standards for rural county trunk highway improvement projects shall be as set forth below for each of the rural county trunk highway functional classifications. The functional classification for a particular rural county trunk highway segment shall be that shown for the segment on the most current department of transportation rural functional system map prepared under ch. Trans 76 for local transportation aids purposes or, if applicable, on the most current federal aid system map.

(2) The rural county trunk highway minimum design standards for each of the rural county trunk highway functional classifications are as shown in the following tables:

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

TABLE (a) – ARTERIALS\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET				BRIDGES***	
Design Class	Design ADT	Design Speed MPH	Traveled Way	Shoulder	Roadway	Design Load	Clear Roadway Width in Feet
A1	Under 3500	60**	24	6	36	HS20	36
A2	3500–7000	60	24	10	44	HS20	44
A3	Over 7000	65	24(2)	6 Left / 10 Right	40(2)	HS20	40

\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\*For design class A1 the desirable design speed is 60 mph, but a minimum design speed of 55 mph is acceptable.

\*\*\*The full width of bridge approach roadways shall continue across all new bridges, except when a bridge is a major structure on which design dimensions are subject to individual economic studies because of high unit cost.

TABLE (b) – COLLECTOR\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET**				BRIDGES	
Design Class	Current ADT	Design ADT	Design Speed MPH	Traveled Way	Shoulder	Roadway	Clear Roadway Width in Feet
C1	0–400		40	22–24	2–4	26–32	26–30
C2	400–750	Under 1500	50	22–24	6	34–36	28–30
C3		1500–3500	55	24	6	36	32–34***
C4		Over 3500	60	24	8	40	40***

\*Minimum design standards for sight distance, horizontal alignment, and vertical alignment shall conform to the applicable department of transportation criteria.

\*\*Where a range of widths is shown, the smaller number is the minimum width and the larger number is the maximum width eligible for federal or state project participation.

\*\*\*Bridges in design classes C3 or C4 having a total length over 100 feet may be designed with a clear roadway width of 30 feet.

TABLE (c) – LOCAL\*

TRAFFIC VOLUME		ROADWAY WIDTH DIMENSIONS IN FEET**				BRIDGES	
Design Class	Current ADT	Design ADT	Design Speed MPH	Traveled Way	Shoulder	Roadway	Clear Roadway Width in Feet
L1	0–250		40	20–22	2–4	24–30	24–28
L2	250–400		40	22	2–4	26–30	26–30
L3	400–750	Under 1500	50	22–24	6	34–36	28–30
L4		1500–3500	55	24	6	36	30–34***
L5		Over 3500	60	24	8	40	40***

\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\*Where a range of widths is shown, the smaller number is the minimum width and the larger number is the maximum width eligible for federal or state project participation.

\*\*\*Bridges in design class L4 or L5 having a total length over 100 feet may be designed with a clear width of 30 feet.

**History:** Cr. Register, December, 1986, No. 372, eff. 1–1–87.

### Trans 205.035 Use of alternative “3R” standards.

(1) The standards in s. Trans 205.03 shall be used for all county trunk highway improvement projects, unless a district director expressly authorizes, in writing, the use of the department’s “Design Criteria for Resurfacing, Restoration, and Rehabilitation Projects,” also known as “3R” standards, for a resurfacing, restoration, or rehabilitation project on an existing highway located in his or her district.

**Note:** Examples of improvement projects which may be appropriate for “3R” standards include resurfacing highway pavement; grinding and repairing pavement joints; replacing or recycling pavement; widening lanes and shoulders; replacing bridge elements to correct structural deficiencies; bridge deck overlays; and other related improvements such as minor incidental subgrade work and correction of minor drainage problems.

(2) A district director may not authorize or approve the use of the department’s “3R” standards for the construction of a new highway or for the complete reconstruction of an existing highway.

(3) A request to use the department’s “3R” standards in lieu of the standards in s. Trans 205.03 may be submitted to a district

director only by a county highway commissioner, or by a county highway commissioner’s designee.

(4) A district director shall grant or deny a request to use the department’s “3R” standards within 90 days after receiving a request.

(5) In determining whether to grant or deny a request to use the department’s “3R” standards in lieu of the standards in s. Trans 205.03, a district director shall consider all of the following:

- (a) Adequacy of design.
- (b) Cost effectiveness.
- (c) Safety improvement.
- (d) Environmental impact.
- (e) Social and economic impact, including dislocation or relocation of property owners.

(6) The rural county trunk highway minimum “3R” standards for roadway dimensions, by functional classification, and usable bridge widths are as shown in the following tables:

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

TABLE (A) – ARTERIALS\*

TRAFFIC VOLUME			ROADWAY WIDTH DIMENSIONS IN FEET		
Design Class	Design ADT	Design Speed MPH	Traveled Way	Shoulder	Roadway
3RA1	Under 750	55	22**	3	28
3RA2	750–2000	55	24	4	32
3RA3	Over 2000	55	24	6	36

\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\*A traveled way width of 24 feet is required on federally designated long truck routes and is desirable on state designated truck routes and non-designated routes where the current heavy vehicle (six or more tires) traffic volume is more than 10 percent of design ADT.

TABLE (B) – COLLECTORS AND LOCALS\*

TRAFFIC VOLUME			ROADWAY WIDTH DIMENSIONS IN FEET		
Design Class	Design ADT	Design Speed MPH	Traveled Way**	Shoulder	Roadway
3RC1	Under 750	55	20	3	26
3RC2	750–2000	55	22	4	30
3RC3	Over 2000	55	22	6	34

\*Minimum design standards for sight distance, horizontal alignment and vertical alignment shall conform with applicable department of transportation criteria.

\*\*A traveled way width of 24 feet is required on federally designated long truck routes and is desirable on state designated truck routes and non-designated routes where the current heavy vehicle (six or more tires) traffic volume is more than 10 percent of design ADT.

TABLE (C) – BRIDGE WIDTH\*

DESIGN ADT	USABLE BRIDGE WIDTH IN FEET**
0–750	Traveled way
751–2000	Traveled way plus 2 feet
2001 – 4000	Traveled way plus 4 feet

Over 4000	Traveled way plus 6 feet
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\*Bridge replacement or widening should be evaluated if the bridge is less than 100 feet long and the usable width is less than the values in the table.

\*\*If lane widening is planned as part of the “3R” project, the usable bridge width should be compared with the planned width of the approaches after they are widened.

History: Cr. Register, February, 1992, No. 434, eff. 3–1–92.

#### Trans 205.04 Exceptions to design standards.

(1) After a district director has decided whether to use either the design standards in s. Trans 205.03 or the alternative “3R” standards in s. Trans 205.035, he or she may expressly authorize, in writing, exceptions to either of these standards, if federal or state funds are not used for the improvement project.

(2) Exceptions to either the design standards in ss. Trans 205.03 or 205.035 for improvement projects using federal or state funds must be approved in writing by a regional engineer and, when federal funds are used, by the division administrator of the federal highway administration.

(3) In determining whether to authorize exceptions to the construction standards in s. Trans 205.03 or the alternative “3R” standards in s. Trans 205.035, a district director shall consider all of the following:

- Adequacy of design.
- Cost effectiveness.
- Safety improvement.
- Environmental impact.
- Social and economic impact, including dislocation or relocation of property owners.

Note: “Exceptions to Standards” is located at the department’s offices, in the Facilities Development Manual, procedure number 11–1–2.

History: Cr. Register, December, 1986, No. 372, eff. 1–1–87; r. and recr. Register, February, 1992, No. 434, eff. 3–1–92.

**Trans 205.05 Project review.** (1) On or before December 1 of each year, each county highway commissioner shall file with the appropriate district director a report for the county certifying that any and all county trunk highway improvement projects for which funds were expended or obligated during that year conformed to the minimum standards established under s. 84.01 (9) (b), Stats. The certification shall be on forms prescribed by the department of transportation. All county trunk highway improvement projects shall be reviewed by the district director for compliance with the standards stated in s. Trans 205.03.

(2) If any county has not complied with the standards, the district director shall notify the county in writing stating the items which are noncomplying. When the noncomplying projects have subsequently been made to comply with the standards, the district director shall certify compliance on forms designated for this purpose by the department of transportation. If on July 1 of any year there are in a county any remaining non-complying projects that have not been made to comply as certified by the district director, those projects shall be reported by the department of transportation to the appropriate legislative committees.

History: Cr. Register, December, 1986, No. 372, eff. 1–1–87.

## **WISDOT CONTACTS FOR REQUESTING AN EXCEPTION TO ROADWAY STANDARDS**

Written requests for an exception to standards must be sent to the following WisDOT District Director for consideration:

Counties of Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Rock, Sauk:  
Rose Phetteplace, District Director  
WisDOT District One  
2101 Wright Street  
Madison, WI 53704-2583

Counties of Fond du Lac, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha:  
Leslie Fafard, District Director  
WisDOT District Two  
141 NW Barstow Street  
Waukesha, WI 53187-0798

Counties of Brown, Calumet, Door, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Winnebago:  
Will Dorsey, District Director  
WisDOT District Three  
944 Vanderperren Way  
Green Bay, WI 54304

Counties of Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara, Wood:  
Michael Berg, District Director  
WisDOT District Four  
1681 Second Avenue South  
Wisconsin Rapids, WI 54495-4768

Counties of Buffalo, Crawford, Jackson, La Crosse, Monroe, Richland, Trempealeau, Vernon:  
Joseph Olson, District Director  
WisDOT District Five  
3550 Mormon Coulee Road  
La Crosse, WI 54601

Counties of Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, St. Croix, Taylor:  
Don Gutkowski, District Director  
WisDOT District Six  
718 W. Clairemont Avenue  
Eau Claire, WI 54701

Counties of Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Vilas:

Dan Grasser, District Director  
WisDOT District Seven  
510 Hanson Lake Road  
P.O. Box 777  
Rhineland, WI 54501-0777

Counties of Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn:

Jerry Mentzel, District Director  
WisDOT District Eight  
1701 N. 4<sup>th</sup> Street  
Superior, WI 54880

## WDNR TRANSPORTATION LIAISON STAFF

*(revised 03/10/2003)*

### **Central Office Coordinators**

Dave Siebert	General Coordination and Wetlands (608) 264-6048
George Albright	General Coordination (608) 266-6437
Lisie Kitchel	Endangered Resources (608) 266-5248
Mary Ann Lowndes	Erosion Control (608) 261-6420
John Pfender	Stormwater Management (608) 266-9266

### **Regional Leads**

South Central Region (SCR)- Russ Anderson-- (608) 275-3467  
 Southeast Region (SER)- Mike Thompson (414) 263-8648  
 Northeast Region (NER)- Al Stranz-- (920) 492-5818  
 Northern Region (NOR)- Bill Clark-- (715-635-4226)  
 West Central Region (WCR)- Tom Lovejoy-- (715-839-3747)

### **Regional Transportation Liaisons By County**

Note: Bill Gantz [(715) 635- 4227] handles all locally administered transportation projects for DOT District 8 counties in DNR's Northern Region.

COUNTY	DOT DISTRICT	LIAISON	PHONE #
Adams	4	Cameron Bump	(715) 421-7867
Ashland	8	Bill Clark	(715) 635-4226
Barron	8	Bill Clark	(715) 635-4226
Bayfield	8	Bill Clark	(715) 635-4226
Brown	3	Shelly Schaetz	(920) 492-5819
Buffalo	5	Jim Doperalski Jr.	(715) 839-1609
Burnett	8	Bill Clark	(715) 635-4226
Calumet	3	Shelly Schaetz	(920) 492-5819
Chippewa	6	Tom Lovejoy	(715) 839-3747
Clark	6	Tom Lovejoy	(715) 839-3747
Columbia	1	Ron Grasshoff	(608) 275-3481
Crawford	5	Jim Doperalski Jr.	(715) 839-1609
Dane	1	Cathy Bleser	(608) 275-3308
Dodge	1	Cathy Bleser	(608) 275-3308

COUNTY	DOT DISTRICT	LIAISON	PHONE #
Door	3	Shelly Schaetz	(920) 492-5819
Douglas	8	Bill Clark	(715) 635-4226
Dunn	6	Tom Lovejoy	(715) 839-3747
Florence	7	Tom Marquardt	(715) 365-8916
Fond du Lac	2	Bobbi Jo Reiser	(920) 303-5442
Forest	7	Tom Marquardt	(715) 365-8916
Grant	1	Ron Grasshoff	(608) 275-3481
Green	1	Cathy Bleser	(608) 275-3308
Green Lake	4	Bobbi Jo Reiser	(920) 303-5442
Iowa	1	Cathy Bleser	(608) 275-3308
Iron	7	Tom Marquardt	(715) 365-8916
Jackson	5	Jim Doperalski Jr.	(715) 839-1609
Jefferson	1	Cathy Bleser	(608) 275-3308
Juneau	4	Cameron Bump	(715) 421-7867
Kenosha	2	Maureen Millman	(414) 263-8613
Kewaunee	3	Shelly Schaetz	(920) 492-5819
La Crosse	5	Jim Doperalski Jr.	(715) 839-1609
Lafayette	1	Ron Grasshoff	(608) 275-3481
Langlade	7	Tom Marquardt	(715) 365-8916
Lincoln	7	Tom Marquardt	(715) 365-8916
Manitowoc	3	Shelly Schaetz	(920) 492-5819
Marathon	4	Cameron Bump	(715) 421-7867
Marinette	3	Al Stranz	(920) 492-5818
Marquette	4	Bobbi Jo Reiser	(920) 303-5442
Menominee	3	Al Stranz	(920) 492-5818
Milwaukee	2	Mike Thompson	(414)263-8648
Monroe	5	Jim Doperalski Jr.	(715) 839-1609
Oconto	3	Al Stranz	(920) 492-5818
Oneida	7	Tom Marquardt	(715) 365-8916
Outagamie	3	Shelly Schaetz	(920) 492-5819

COUNTY	DOT DISTRICT	LIAISON	PHONE #
Ozaukee	2	Joanne Kline	(414) 263-8756
Pepin	6	Tom Lovejoy	(715) 839-3747
Pierce	6	Tom Lovejoy	(715) 839-3747
Polk	8	Bill Clark	(715) 635-4226
Portage	4	Cameron Bump	(715) 421-7867
Price	7	Tom Marquardt	(715) 365-8916
Racine	2	Joanne Kline	(414) 263-8756
Richland	5	Ron Grasshoff	(608) 275-3481
Rock	1	Cathy Bleser	(608) 275-3308
Rusk	8	Bill Clark	(715) 635-4226
Sauk	1	Cathy Bleser	(608) 275-3308
Sawyer	8	Bill Clark	(715) 635-4226
Shawano	3	Al Stranz	(920) 492-5818
Sheboygan	3	Joanne Kline	(414) 263-8756
St. Croix	6	Tom Lovejoy	(715) 839-3747
Taylor	6	Tom Lovejoy	(715) 839-3747
Trempealeau	5	Jim Doperalski Jr.	(715) 839-1609
Vernon	5	Jim Doperalski Jr.	(715) 839-1609
Vilas	7	Tom Marquardt	(715) 365-8916
Walworth	2	Maureen Millmann	(414) 263-8613
Washburn	8	Bill Clark	(715) 635-4226
Washington	2	Maureen Millmann	(414) 263-8613
Waukesha	2	Maureen Millmann	(414) 263-8613
Waupaca	4	Bobbi Jo Reiser	(920) 303-5442
Waushara	4	Bobbi Jo Reiser	(920) 303-5442
Winnebago	3	Bobbi Jo Reiser	(920) 303-5442
Wood	4	Cameron Bump	(715) 421-7867



## Addresses for DNR Regional Transportation Liaison Addresses

DNR Office Address	Liaison
Department of Natural Resources 3911 Fish Hatchery Road Fitchburg, WI 53711	Russ Anderson Ron Grasshoff Cathy Bleser
Department of Natural Resources 810 W. Maple Street Spooner, WI 54801	Bill Clark Amy Cronk Bill Gantz
Department of Natural Resources 107 Sutliff Rhineland, WI 54501	Tom Marquardt
Department of Natural Resources P.O. 4001 Eau Claire, WI 54702-4001	Tom Lovejoy Jim Doperalski
Department of Natural Resources 473 Griffith Drive Wisconsin Rapids, WI 54494	Cameron Bump
Department of Natural Resources 2300 N. Dr. Martin Luther King Jr. Dr. P.O. Box 12436 Milwaukee, WI. 53212	Mike Thompson Joanne Kline Maureen Millmann
Department of Natural Resources 1125 N. Military Avenue P.O. Box 10448 Green Bay, WI. 54307	Al Stranz Michelle Schaetz
Department of Natural Resources 625 East CTH Y, Suite 700 Oshkosh, WI 54901-9731	Bobbi Jo Reiser
Department of Natural Resources Central Office P.O. Box 7921 Madison, WI 53707-7921	George Albright- SS/6 Dave Siebert- SS/6 Lisie Kitchel- ER/4 Mary Ann Lowndes- WT/2 John Pfender-WT/2

## **EXAMPLE LETTER REQUESTING AN EXCEPTION TO ROADWAY STANDARDS**

Dear WisDOT District Director:

Our department, on behalf of two towns in our county, is requesting exception to design standards on projects slated for construction this summer. An early response would be appreciated so that these projects can proceed as scheduled. These projects are presently being bid for construction.

A description of each project is as follows:

Bouska Road  
USH 18 – Town Line Road  
Town of Bridgeport  
TRIP – Project ID 6245

Bouska Road is a town road classified as a major collector and has an ADT of 340. The existing traveled way ranges from 19 to 22 feet with no shoulders. The length of the LRIP Project is 1580 feet. The posted speed limit is 45 miles per hour.

The Town is planning to reconstruct 1580 feet to improve vertical and horizontal alignment. But because of the hilly terrain, environmental impact, project costs, and lack of funding; alignment will be improved but may not totally meet the T2 standards. This section will be built with a 22 foot traveling surface and four- foot shoulders wherever possible. A short distance on each end of this project will be forced to have narrower shoulders because of the terrain and right-of-way width. Local Road Improvement fund dollars have been appropriated for the project with the length of 1580 feet and the remainder will be funded with local dollars.

Rush Creek Road  
STH 35 – Mule Hollow Road  
Town of Clayton  
TRIP – Project ID: 7141

Rush Creek Road is a town road classified as a local road and has an estimated ADT of 64. The existing traveled way ranges from 19 to 20 feet with no shoulders. The length of the LRIP project is 3000' more or less. There is no posted speed limit.

The town is proposing to raise the first 1000 feet starting at the intersection of STH 35 to help provide access to the residents and emergency services during flood events of the Mississippi River. It is uncertain if the Q100 flood elevations can be accomplished. The remaining 2000 feet will be resurfaced with gravel to upgrade the surface. The town is requesting a design exception for the project. The traveled way is proposed to stay on the present alignment at 20 foot with no shoulders.

The Wisconsin Department of Natural Resources has been involved with this project because of Rush Creek Road's location through the Rush Creek Natural Area. If the road were to be widened it would impact the local wetlands that are along the roadway and one of the last major breeding grounds of the Timber Rattle Snake, among other concerns for the wildlife in the area. Impact on this sensitive area must be kept to a minimal disturbance.

If you have any questions related to our requests, please contact me at our office. Again I ask for your immediate response to the above.

Sincerely,  
County Highway Commissioner

# EXAMPLE OF AN ENGINEER'S CERTIFICATION

## ENGINEERS CERTIFICATION

### ROADWAY RESURFACING PROJECT

ON ROUTE: Fesenfeld Road

AT ROUTE: Reeve Road

TOWARD ROUTE: CTH F

MUNICIPALITY: Town of Black Earth

COUNTY: Dane County, Wisconsin

This is to certify that the above referenced project has been designed with a minimum ten (10) year useful life.

Work will include the placement of a 4 inch bituminous overlay on the above mentioned roadway to correct the current roadway deficiencies.

All design has been accomplished using current specifications of the Wisconsin Department of Transportation, and all construction will be accomplished consistent with those specifications.

Certified By \_\_\_\_\_

Dated \_\_\_\_\_

STATE OF WISCONSIN }  
Dane County

**DANE COUNTY PURCHASING DIVISION**  
**REQUEST FOR BID/PROPOSAL**  
Sealed bids/proposals will be received by the  
Dane County Purchasing Division, Room 425,  
City-County Building, 210 Martin Luther King Jr.  
Blvd., Madison, WI 53703, until:  
2:00 P.M., Monday, April 23, 2001  
Bid #4839 Asphalt Concrete. The following  
projects in this bid have CTH Funding: CTH D  
(CTH A "East" to Countryside Road), CTH TT  
(Ridge Road to STH 126), CTH V (STH 73 to STH  
89), and CTH V RUSH 101 to STH 73.  
The following projects in this bid have TRIP  
Funding: Village of Rockdale, Water Street  
(CTH S to Townline), Village of Rockdale,  
Benton Street (Janes Street to Sheldon Street).  
Bid specifications for this project and other  
current available bids may be obtained via the  
internet at:  
[www.co.dane.wi.us/purch/purch.htm](http://www.co.dane.wi.us/purch/purch.htm)  
or by calling 608/266-4131.  
PUB. INV. Act April 11 and 16, 2001

(Seal)

Teresa L. Mason

....., being duly  
sworn, doth depose and say that he (she) is an authorized representative of  
Wisconsin State Journal  
....., a newspaper,  
published at Madison, the seat of government of said State, and that an ad-  
vertisement of which the annexed is a true copy, taken from said paper, was  
published therein on

April 11, 2001  
April 16, 2001

(Signed).....

Principal Clerk

.....(Title)

Subscribed and sworn to before me this 19<sup>th</sup> day of

April 2001

Notary Public, Dane County, Wisconsin

My Commission expires 12-19-2001